



## **Student Handbook 2019-2020**

This Handbook, like the Catalog/Bulletin it supplements, does not constitute an offer of a contract that may be accepted by students through registration and enrollment in the School of Dentistry. The School reserves the right to change any provision, offering, procedure or requirement at any time within a student's period of study in the School of Dentistry.

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# INTRODUCTION

## PURPOSE OF THE STUDENT HANDBOOK

It is a pleasure to welcome you to Louisiana State University Health Sciences Center - School of Dentistry to begin your studies in preparation for your professional career. You have been carefully selected for a position in the entering classes. We believe you will find your course of study challenging and also rewarding as you acquire the knowledge, skills, and values that will enable you to attend to your patients' dental needs.

The **LSUSD Student Handbook**, compiled by the Office of Student Affairs, provides a description of the pertinent institutional policies and procedures for students enrolled at the LSU Health Sciences Center - School of Dentistry. This handbook serves as a supplement to the LSUHSC Catalog Bulletin. Some policies are included in their entirety, others are summarized, and you are given a source for the complete policy.

Students should review each of these documents: the **LSUSD Student Handbook** and the **LSUHSC Catalog Bulletin**, carefully and thoroughly, to ensure that they are familiar with Health Sciences Center and Dental School policies. Much of this information is available on the Internet at <http://www.lsusd.lsuhs.edu> and <http://www.lsuhs.edu>. Please refer to the Web Site for additional important LSUHSC Catalog Bulletin information.

Other information in this handbook is intended to acquaint you with services and resources available to you as a student. We hope it will be helpful to you.

This Handbook, like the Catalog/Bulletin it supplements, does not constitute an offer of a contract that may be accepted by students through registration and enrollment in the School of Dentistry. The School reserves the right to change any provision, offering, procedure or requirement at any time within a student's period of study in the School of Dentistry.

## HISTORY OF LSUSD

The LSU School of Dentistry in New Orleans is one of six schools comprising the Louisiana State University Health Sciences Center. The schools of the Health Sciences Center are: Allied Health, Dentistry, Nursing, Public Health, Medicine, and Graduate Studies. The School of Dentistry is composed of educational programs for the Doctor of Dental Surgery degree in dentistry, a Bachelor of Science degree in dental hygiene, and an Associate and Bachelor degree in dental laboratory technology. In addition, postdoctoral programs are offered in seven areas: Endodontics, Orthodontics, Pediatric Dentistry, Periodontics, Prosthodontics, and residency programs in General Dentistry and in Oral and Maxillofacial Surgery.

The LSUSD is considered one of the most advanced dental schools in the nation. Its curriculum offers the student intensive training in all phases of basic science, preclinical and clinical areas of dentistry. The school also provides state-of-the-art equipment in modern laboratories and clinical facilities. The combination of intensive training and modern equipment assures the student the best possible preparation for a career in dentistry. Many of the faculty have earned national and international reputations. The faculty is dedicated to the goal that all graduates will be competent professionals concerned for the health and well-being of their patients and society in general.

The School of Dentistry was established in 1966, enrolled its first class in 1968 using temporary quarters and moved into its present buildings in 1972. The school is situated on a 22-acre site in a residential section of the City Park area of New Orleans and was dedicated in February 1972. Construction cost was \$15,750,000. The buildings of the School of Dentistry are divided into two sections with connecting hallways on the basement, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor levels. The smaller of the buildings, the Administration building, is four stories high and contains 103,000 sq. ft. The larger building, the Clinic Building, is eight stories high and contains 228,000 sq. ft.

The mission of the dental school is to serve as a center for education, research, and service related to oral health. Although its primary obligation is to respond to the needs of the people of Louisiana, the school strives for national and international recognition. The LSU School of Dentistry has developed an educational environment that enables a student to achieve his or her maximum potential as a people-oriented health professional. The student acquires the skills to render intricate and demanding patient care, knowledge of the human organism essential to making sound clinical judgments and an attitude of service and social responsibility traditionally expected of the health professional.

# LSU HEALTH SCIENCES CENTER GUIDELINES AND POLICIES

## IDENTIFICATION BADGES

Beginning June 1, 1997, all Health Sciences Center students, residents, faculty, and staff must wear official LSU Health Sciences Center Identification Badges to be admitted to any Health Sciences Center Building between the hours of 5:00 p.m. and 7:00 a.m. Monday through Fridays and at all times on Saturday, Sunday, and Holidays. Any meetings during these hours involving persons outside the LSUHSC should have a person with a valid LSUHSC ID badge present at the meeting. *Memorandum: May 2, 1997 from Vice Chancellor for Institutional Services.*

## STUDENT RESPONSIBILITIES AND RIGHTS

Chancellor's Memorandum #56 (CM-56) <http://www.lsuhscc.edu/administration/cm/cm-56.pdf>

Effective Date: March 11, 2014

### Preamble

The Louisiana State University Health Sciences Center (LSUHSC) in New Orleans is dedicated to providing its students, residents, faculty, staff, and patients with an environment of respect, dignity, and support. The diverse backgrounds, personalities, and learning needs of individual students must be considered at all times in order to foster appropriate and effective teacher-learner relationships. Honesty, fairness, evenhanded treatment, and respect for students' physical and emotional well-being are the foundation of establishing an effective learning environment.

### Student Responsibilities

Students are responsible for complying with all policies/procedures, rules and regulations and other information published by the Health Sciences Center. In addition, students are expected to abide by all federal, state and local laws.

Students are expected to:

- A. Exhibit the highest standard of personal, academic professional and ethical behavior.
- B. Treat faculty, staff, peers, clients, patients, and others with dignity and respect.
- C. Abide by the Code of Conduct that applies to their specific professional discipline.

Students who violate any of the above when involved in any school or school related activity/function, whether on or off campus, will be subject to disciplinary action.

### Student Rights

Mistreatment and abuse of students by faculty, residents, staff or fellow students is contrary to the educational objectives of the LSUHSC in New Orleans and will not be tolerated. Mistreatment and abuse include, but are not limited to, berating, belittling, or humiliation; physical punishment or threats; intimidation; sexual harassment; harassment or discrimination based on race, gender, sexual preference, age, religion, physical or learning disabilities; assigning a grade for reasons other than the student's performance; assigning tasks for punishment or non-educational purposes; requiring the performance of personal services; or failing to give students credit for work they have done.

Students have rights as guaranteed by the U.S. Constitution and all appropriate federal, state and local laws. Primary among those is the right to a fair and impartial hearing, if the student is accused of misconduct or violating university regulations. Additionally, students have the right to file a complaint for alleged mistreatment. The Health Sciences Center has existing policies and procedures that relate to the following: financial aid; sexual harassment; final grade appeal; student housing; parking; drugs; alcohol; firearms; student's access to records, and privacy; computer/internet use; dress and professional conduct; health insurance; and liability insurance. Issues that relate to these specific policies, which may be found on the Health Sciences Center website, should be addressed to the appropriate office. The Office of Student Affairs of the appropriate school can help students with information about those policies.

### Procedure for Addressing Student Complaints

If the Health Sciences Center or specific school already has a policy concerning the student's complaint, procedures indicated in that policy should be used; if the Health Sciences Center or specific school has no specific policy, the following procedure should be used.

Specific school policies should include the following basic elements:

### **Informal Conflict Resolution**

1. Discuss the conflict with the person against whom the complaint is made. In the event that the complainant does not feel comfortable doing so, the complaint should be directed to the Office of the Associate Dean for Academic /Student Affairs of the specific school.
2. The Associate Dean of Academic/Student Affairs will meet with the individual against whom the complaint has been made in an effort to resolve the conflict.

### **Filing a Formal Complaint**

If the conflict cannot be resolved informally, the complainant must make a formal written complaint to the Associate Dean of Academic/Student Affairs. The written complaint must include the following:

- a. A statement of the complaint,
- b. Identification of individual/office against whom the complaint is made,
- c. The relief sought,
- d. The complaint must be signed by the complainant.

Upon receipt of the formal written complaint, the Associate Dean of Academic/Student Affairs of the appropriate school must take immediate action to resolve the conflict.

If the conflict cannot be resolved to the complainant's satisfaction within a period of 10 working days, the matter will be referred to the Vice Chancellor for Academic Affairs of the Health Sciences Center by the Associate Dean. The referral will include the complainant's formal written request plus a statement of actions taken by the Associate Dean to resolve this matter.

### **Referral to the Vice Chancellor of the Academic Affairs**

The Vice Chancellor for Academic Affairs:

- May make a decision as to how the matter can be resolved. This decision shall be communicated to all concerned parties in writing;
- If for any reason the Vice Chancellor for Academic Affairs chooses not to render a decision, he/she may empanel an ad hoc committee comprising three faculty members, at least one of which is from the pool of elected members of the Faculty Senate and two students appointed by the appropriate Student Government Association President. The Committee shall meet in an effort to resolve the matter within a period of 10 working days. The Committee may meet with the concerned parties and others who can provide information that is helpful in resolving the matter. The Committee meetings will be closed, and information provided during the meeting shall be held in strictest confidence.

The Committee shall reach a decision as to the resolution of the matter and make its written recommendation to the Vice Chancellor of Academic Affairs within five working days. The Vice Chancellor for Academic Affairs, upon receipt of the Committee's recommendation, will make a decision and communicate this decision in writing to all concerned parties and the Dean of the appropriate school. The decision of the Vice Chancellor for Academic Affairs is final and non-appealable.

In the event that the formal written complaint involves a violation of CM-44 - Campus Security Policy, the Vice Chancellor of Academic Affairs shall empanel an ad hoc committee as described above. All members of the committee shall have completed annual training on the issues related to campus violence and how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability. The Committee shall meet with the concerned parties and others who can provide information that is helpful in resolving the matter. Each concerned party may be accompanied by an advisor of their choice, The Committee meetings will be closed, and information provided during the meeting shall be held in strictest confidence. Once the Committee has reached its decision, the concerned parties shall be notified in writing of the decision. Either party may appeal the decision in writing to the Vice Chancellor for Academic Affairs within five working days of receiving notice of the decision. The Vice Chancellor for Academic Affairs shall make a decision on the appeal within ten working days of receipt of the written notice. Written notification of the decision shall be sent simultaneously to all concerned parties. The decision of the Vice Chancellor for Academic Affairs is final and non-appealable.

## **FITNESS FOR DUTY POLICY AND PROCEDURES**

Chancellor's Memorandum #37 (CM-37) <http://www.lsuhs.edu/administration/cm/cm-37.pdf>

Effective Date: August 12, 2004/Revised June 17, 2009

### **I. POLICY STATEMENT**

Any individual, who works or is enrolled at Louisiana State University Health Sciences Center (LSUHSC-NO) in New Orleans, is expected to report to work/school in a fit and safe condition. An individual who has an alcohol, drug, psychiatric, or medical condition(s) that could be expected to impair their ability to perform in a safe manner must self report their medical status to their supervisor and provide a signed medical release indicating their fitness for work/school to the Campus Assistance Program (CAP).

LSUHSC-NO requires all faculty, staff, residents, students, or other LSUHSC-NO workers who observe an individual who is believed to be impaired or is displaying behavior deemed unsafe at work/school to report the observation(s) to their supervisor for appropriate action. Supervisors are then required to make an administrative referral to the Drug Testing Program and CAP. An individual who is referred to CAP and found to be impaired must provide CAP, prior to returning to work, with a signed medical release indicating they are fit to resume their work or school responsibilities at LSUHSC-NO.

### **II. SCOPE**

This policy applies to all faculty, staff, residents, students, contract and subcontract workers, medical staff, volunteers, laborers, or independent agents (henceforth referred to as individuals) who are conducting business on behalf of, providing services for (paid or gratis), or being trained at LSUHSC-NO.

### **III. PURPOSE**

LSUHSC-NO promotes and protects the well-being of faculty, staff, residents, students, and patients by:

- Ensuring that an individual whose condition could place them "at risk" of causing a danger to self or others does not return to work/school until the individual is fit to return to employment/enrollment and is provided optimum support and supervision to minimize future risks and relapse
- Identifying impaired individuals and providing assistance in obtaining care and/or rehabilitation to impaired individuals
- Ensuring impaired individuals are fit for employment/enrollment upon return to LSUHSC-NO

### **IV. DEFINITIONS**

**Administrative Body** – The administrative authority for all individuals, except students, shall rest with Human Resources and/or the Dean or his designee of the school in which the individual works. Administrative authority for students shall rest with the Dean of Student Affairs or the Dean of Academic Affairs of the student's respective school.

**Administrative Referral Form** – is a form used by supervisors to document the reason(s) an individual is believed to be impaired or in an unsafe condition at work/school.

**At Risk Individual** – is an individual whose condition is in remissions, who is at risk for relapse, and in whom recurrence of his problem(s) could pose a danger to self or others.

**Continuation of Employment/Enrollment Contract** – is a contract between LSUHSC-NO and an individual that establishes conditions under which LSUHSC-NO will allow an "at risk" individual to continue in his employment/enrollment.

**Drug** – is defined as a controlled substance according to schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812)

**Medical Release-Fitness for Employment/Enrollment Form** – a LSUHSC-NO form that must be completed by an appropriate physician or therapist indicating the individual's fitness to return to work or school

**Signs of Unsafe/Impaired Behavior** - unsafe/impaired symptoms may include, but are not limited to, the following:

- Drowsiness or sleepiness
- Alcohol and/or drug odors on the breath
- Slurred or incoherent speech
- Confusion
- Aggressive behavior
- Unexplained mood changes
- Lack of manual dexterity
- Lack of coordination
- Work or school related accidents or injuries where a reasonable suspicion of substance abuse exists
- Excessive sloppiness
- Illegible or errant charting
- Leaving work area for extended periods or unexplained reasons

**Pronouns** – Generic masculine pronouns, such as he/him/his are used when addressing and “indefinite” or “undefined” individual and are used to address both male and female when the gender is unknown. The singular encompasses the plural.

## V. SELF REFERRAL PROCEDURES

An individual must report his medical status to his supervisor and obtain a **Medical Release Fitness for Employment/Enrollment Form** (see Section IX) if:

- He is seeking treatment or being treated for alcohol or drug abuse/dependency while employed/enrolled at LSUHSC-NO
- He is hospitalized for or absent from work/school due to a medical or psychiatric condition that could be expected to impair his ability to perform his work/school duties in a safe manner, or
- He is taking prescription medication(s) that could be expected to impair his ability to perform his work/school duties in a safe manner

## VI. REFERRAL PROCEDURES FOR INDIVIDUALS WHO ARE FOUND TO BE IMPAIRED AT WORK/SCHOOL

When an individual appears to be unfit for work/school, the following procedures should be followed:

### A. *Identifying the Individual*

Supervisors who observe or receive any information about an individual who is believed to be impaired or in an unsafe condition at work/school must document the incident on an Administrative Referral Form (Appendix I available online as part of CM-37), interview the individual, and notify the appropriate Administrative Body.

### B. *Suspension from Work or School*

The respective Administrative Body or their designee will suspend the individual with pay (if applicable) from their work/school responsibilities, pending an investigation; give suspension instructions to the individual; and immediately refer the individual to the Campus Assistance Program (CAP) for assessment/treatment.

### C. *Referral of Impaired Individuals*

The supervisor or the respective Administrative Body:

1. Inform the individual that his behavior has been documented and that an administrative referral has been made to CAP for an evaluation or drug testing as appropriate.
2. Contact CAP by calling 568-3931 or 568-8888 and provide the CAP counselor with a copy of the **Administrative Referral Form**, and immediately and directly escort the individual to CAP for an appropriate evaluation. The supervisor will stay with the individual until completion of the evaluation.

## VII. SANCTIONS

Sanctions that may be imposed on individuals who violate this policy include:

- Oral/written warning
- Written reprimand
- Suspension with/without pay
- Termination

Refusal of assistance, evaluation, and/or drug testing will result in notification of the appropriate Administrative Body and is grounds for termination or suspension. The LSUHSC-NO Campus Police will be notified to escort the individual from LSUHSC-NO premises. City, State, or professional licensing boards and other agencies will be informed if applicable and/or as required.

## VIII. ASSISTANCE PROGRAM EVALUATIONS

As part of the CAP evaluation, the CAP counselor may request additional psychiatric evaluations, medical evaluations, or laboratory testing including testing for the presence of alcohol and/or drugs. Additional evaluations and tests beyond the scope of normal services provided by CAP will be the financial responsibility of the individual.

If an evaluation reveals that an individual is impaired, the supervisor will be informed orally and in writing by the CAP counselor that the individual referred for evaluation is not fit for work or school. The supervisor will then contact the appropriate Administrative Body to report CAP's findings. If the individual is impaired, he will be sent home. The impaired individual will be offered assistance and discouraged from driving. If an evaluation reveals that an individual is posing a danger to self or others, the CAP counselor will arrange for appropriate clinical intervention.

## IX. MEDICAL RELEASE: FITNESS FOR EMPLOYMENT/ENROLLMENT

### A. **Medical Release Stating No Follow-Up Treatment Is Necessary**

Prior to returning to work/school, an individual who requires no follow-up treatment must:

Provide CAP with a Medical Release - **Fitness For Employment/ Enrollment Form** signed by an appropriate physician or therapist indicating the individual's fitness for work/school and stating that no further follow-up treatment is needed, and obtain an evaluation and clearance from CAP.

#### **B. Medical Release Stating Follow-Up Treatment Is Necessary**

An "at risk" individual who has been removed from work/school and who has: 1) tested positive for the presence of alcohol or drugs and/or (2) been diagnosed or treated for medical and/or psychiatric problems and whose condition is in remission as the result of ongoing therapy, may return to work/school if they agree to and provide the following:

- A signed **Medical Release - Fitness for Employment/Enrollment Form** and medical evidence indicating their fitness for work/school
- Evidence of continued care and an outpatient treatment plan approved by CAP
- A signed **Continuation of Employment/Enrollment Contract**
- Agreement to have alcohol and drug testing, if the individual tested positive for alcohol or drugs or was diagnosed with an alcohol or drug abuse/dependency problem
- Agreement to have periodic medication checks and laboratory testing, if the individual was diagnosed with a medical condition(s) requiring psychotropic medication

#### **X. CONTINUATION OF EMPLOYMENT/ENROLLMENT CONTRACT**

LSUHSC-NO will require as a condition of continued employment/enrollment, require an "at risk" individual to maintain a continued care plan either recommended or approved by CAP and to sign a **Continuation of Employment/Enrollment Contract** with the following stipulations:

- LSUHSC-NO will require as a condition of continued employment/enrollment, require an "at risk" individual to participate in additional appropriate follow-up programs as determined by CAP. The follow-up programs may run from one to five years with regular reports to CAP.
- The individual will authorize all persons involved in their evaluation and/or treatment to disclose to the CAP Counselor any evaluation or information relevant to their treatment. Withdrawal or failure to successfully complete the treatment program, failure to have necessary medical or psychological evaluations, evidence of non-compliance with treatment guidelines, incomplete treatment, non-compliance with an aftercare program, or failure to abide by any part of a **Continuation of Employment/Enrollment Contract** will be grounds for immediate suspension or termination.
- An individual who is returning to work/school will be required to provide a **Medical Release - Fitness for Employment/Enrollment Form** documenting the individual is fit to perform all duties of his position.
- Submission to periodic and/or random alcohol and drug tests is required as a condition for continued employment/enrollment for an individual who tests positive for alcohol or drugs or was diagnosed with an alcohol or drug abuse/dependency problem. Subsequent evidence of alcohol/drug abuse, drug related misconduct, or a subsequent positive alcohol/drug test may result in notification of local, state, or federal law enforcement agencies and professional licensing boards (if applicable) and will be grounds for immediate termination/suspension of employment/enrollment.

#### **XI. CONFIDENTIALITY**

Except as otherwise provided by this policy or in an executed release form, any information related to participation in CAP or any of its services shall be kept confidential. Information, however, may be released to the individual's immediate supervisor, Human Resources, the appropriate Administrative Body, the administrator(s) responsible for supervising the individual, the administrator(s) of organizations that provide personnel to LSUHSC-NO, the individual's licensing boards' Impaired Professional Program (if applicable), and appropriate agencies (when required).

All alcohol and drug testing, treatment, and referral under this policy will be done in strict confidence. Information regarding results, such as the alcohol concentration or the identification of a drug, will be provided only to the Medical Review Officer (MRO), the individual's immediate supervisor, Human Resources Management, the appropriate Administrative Body, the administrator(s) of organizations that provide personnel to LSUHSC-NO, the individual's licensing boards' Impaired Professional Program (if applicable), and appropriate agencies (when required).

All alcohol and drug test results will be maintained in separate files and handled in accordance with Federal Law 42 CFR Part 2.

#### **LSUHSC NO Administrative Referral Form**

<http://www.lsuhs.edu/administration/cm/CM37-CM38-ADMINISTRATIVEREFERRAL.pdf>



## **GUIDELINES FOR THE RESPONSIBLE USE OF ALCOHOL**

Chancellor's Memorandum #36 (CM-36) <http://www.lsuhs.edu/administration/cm/cm-36.pdf>

Effective Date: June 16, 1999

### **I. SCOPE**

This policy applies to all LSUHSC faculty, staff, residents, and students.

### **II. PURPOSE**

The excessive use of intoxicating beverages may adversely affect the academic and professional performance of faculty, staff, residents, and students. The purpose of this policy is to establish guidelines for responsible use of alcohol at LSUHSC and LSUHSC sponsored functions.

### **III. POLICY**

The use of alcohol is prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, athletic facilities, and all other public campus areas. Alcohol may be served for special events on campus sponsored by the institution with written authorization from the Dean, Chancellor, or their authorized designee and when the following guidelines for responsible use of alcohol are followed. The guidelines also apply to the use of alcohol at LSUHSC sponsored functions off campus.

### **IV. GUIDELINES**

1. The sponsor of the event must implement precautionary measures to insure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
2. The sponsor of the event must limit direct access of alcoholic beverages to the person(s) designated as the server(s). A server is defined as an individual who has undergone approved server training and/or works for a caterer.
3. The consumption of alcoholic beverages is to be permitted only within the approved area designated for the event.
4. Nonalcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
5. A reasonable portion of the budget for the event shall be designated for the purchase of food items.
6. Drinking contests are prohibited at all LSUHSC activities and functions.
7. Advertisements for any LSUHSC event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol.
8. Alcohol must not be used as an inducement to participate in a campus event.
9. Promotional materials including advertising for any LSUHSC event shall not make reference to the quantity of alcoholic beverages (such as the number of kegs of beer) available.
10. The LSUHSC University Police Department will be notified of all functions on campus at which alcoholic beverages will be served.
11. The rules and regulations of the residence hall(s) shall govern the use of alcohol within the residence hall(s).
12. With respect to the possession and consumption of alcoholic beverages, state law will be strictly enforced at all times on all property controlled by LSUHSC.
13. For functions that include the sale of alcoholic beverages, all the appropriate permits shall be obtained from the Alcohol Beverage Control Board.

**Note:** All LSUSD class parties, on or off campus, must have prior approval of the Dean or his designee. A "Request for Authorization to Serve Alcohol" form is located at:

<https://www.lsuhs.edu/administration/academic/docs/AuthorizationToServeAlcohol.pdf>

## SUBSTANCE ABUSE POLICY AND PROCEDURES

Chancellor's Memorandum #38 (CM-38) <http://www.lsuohsc.edu/administration/cm/cm-38.pdf>

Effective Date: November 1, 1999/ Revised: June 17, 2009

### I. POLICY STATEMENT

The unauthorized use of, possession of, or being under the influence of alcohol and the illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled or illegal drugs is prohibited while at work, on call, on duty, at school, or engaged in Louisiana State University Health Sciences Center New Orleans campus (LSUHSC-NO) business on or off LSUHSC-NO premises.

LSUHSC-NO shall provide for post job offer drug testing and an on-going alcohol and drug testing program for reasonable suspicion/for cause, post accident, periodic monitoring or aftercare, and random testing. LSUHSC-NO shall also provide a Campus Assistance Program (CAP) for referral and assessment of alcohol and/or drug problems.

### II. SCOPE

This policy applies to all faculty, staff, residents, and students of LSUHSC-NO. Post-job offer candidates and non-employees are covered by this policy to the extent herein specified. Faculty, staff, residents, students, post-job offer candidates, and non-employees (henceforth referred to as individuals) whether paid, unpaid, or gratis must understand that initial and continued employment/enrollment is contingent upon a willingness to comply with this policy.

### III. PURPOSE

Alcohol abuse and the illegal use or abuse of other drugs is associated with numerous health, safety, and social problems. The performance of faculty, staff, residents, students and other LSUHSC-NO affiliated individuals may be adversely affected by engaging in substance abuse.

This policy, including the prohibitions and provisions therein, will be used to promote and safeguard the workplace/school environment from the consequences of alcohol and drug use. The purpose of this policy is to:

- provide a safe, productive, and healthy environment that is consistent with providing the highest quality services to patients and the most effective learning environment for students.
- create and maintain a drug-free workplace pursuant to the Federal Drug-Free Workplace Act of 1988, the Drug Free Schools and Communities Act Amendment of 1989, and the Louisiana Drug Testing Act of 1990.
- provide a safe and healthy environment for our patients, employees, students, visitors, vendors, suppliers, contractors, and members of our community.

### IV. DEFINITIONS

**Administrative Body** - the administrative authority for all individuals, except students, shall rest with LSUHSC-NO Human Resources and/or the Dean of the respective school the individual works under. Administrative authority for students shall rest with the Dean of Student/Academic Affairs of the student's respective school.

**Controlled or Illegal Drug** - includes narcotics, hallucinogens, depressants, stimulants, look-alike drugs, or other substances which can affect or hamper the senses, emotions, reflexes, judgment, or other physical or mental activities. Included are controlled medications or substances not prescribed for current personal treatment by a licensed health practitioner in a medical setting to address a specific physical, emotional, or mental condition.

**Employees** - includes all individuals who receive W-2 forms from LSUHSC-NO.

**Job/School Related Accident** - any individual behavior (action or inaction) which resulted in, but is not limited to, an accident, injury, or illness requiring an incident report. The accident may result in:

- lost work/school time by an individual death or serious injury or illness to a patient, employee, student, visitor, or co-worker
- an accident involving a vehicle, equipment, or property
- an injury requiring medical treatment
- release of hazardous waste

**Legally Prescribed Medication** - includes drugs prescribed by a licensed practitioner and over-the-counter drugs, which have been legally obtained and are being used in the appropriate amount solely by the individual and for the purpose for which the medication was prescribed or manufactured.

**LSUHSC-NO Property** - includes all buildings, dorms, grounds, parking lots, vehicles, equipment, and supplies whether they are owned, leased, or managed by LSUHSC-NO.

**Medical Review Officer (MRO)** - a licensed physician responsible for:

- receiving laboratory results generated by LSUHSC-NO's drug testing program
- interpreting and evaluating an individual's positive test result together with their medical history and any other relevant biomedical information

**Non-employees** - those individuals who do not receive a W-2 form from LSUHSC-NO, including but not limited to, all independent contract and subcontract workers, volunteers, laborers, or independent agents who conduct business on behalf of or provide services for LSUHSC-NO.

**Positive Alcohol Test** – an alcohol concentration of 0.020 g/100ml or greater. An alcohol concentration between 0.020 and 0.039 g/100ml will result in the individual being temporarily removed from work/school until their breath alcohol concentration is less than 0.020 g/100ml. An alcohol concentration of 0.040 g/100ml or greater will result in disciplinary sanctions imposed by the appropriate Administrative Body or their designee. A person with an alcohol concentration of 0.040 g/100ml or greater is considered to be “under the influence” of alcohol. Alcohol will be tested for in breath, urine, or on blood as necessary.

**Positive Drug Test** - defined as testing positive for a specific drug at a specific ng/ml level. A drug test will be performed on urine, blood, or hair as necessary.

**Reasonable Suspicion/For Cause** - any individual may be tested who is suspected of being under the influence of alcohol and/or drugs where the suspicion is based on, but not limited to, any of the following:

- observable behavior or physical symptoms
- a pattern of abnormal or erratic behavior
- arrest or conviction of a drug-related offense
- being identified as the subject of a criminal investigation regarding drugs
- reliable information from independent sources
- evidence of drug tampering or misappropriation
- post accident when accompanied by individualized suspicion that the individual may be under the influence of alcohol or drugs

Reasonable suspicion that a substance abuse problem exists includes, but is not limited to:

- the appearance of impairment or intoxication on the job or at school
- unusual or aberrant behavior
- the existence of collaborative documentation
- patterns of absenteeism or tardiness

**Safety and Security Sensitive** - means positions for which there is a high likelihood of causing serious injury or harm to self, other employees, students, those served by the LSUHSC-NO, and the general public. Positions for which the consequences of failure to perform duties in a safe and proper manner are likely to result in serious injury or harm and those positions which involve the custody of data which are of such a nature that it effects or may effect the security of the position, department, or unit to which the position is assigned are also included. The Office of Human Resources Management maintains a complete list of the positions designated as safety and security sensitive.

**SAMHSA Laboratory** - a laboratory certified for forensic urine (and/or blood and hair) drug testing by the Substance Abuse and Mental Health Services Administration (SAMHSA).

**Under the Influence** - testing positive for alcohol at a 0.040 g/100ml or greater alcohol concentration and/or testing positive for drugs.

**Unsafe/Impaired Symptoms may include, but are not limited to:**

- drowsiness or sleepiness
- alcohol or drug odors on the breath
- slurred or incoherent speech
- confusion
- unusually aggressive behavior

- unexplained mood changes
- lack of manual dexterity
- lack of coordination
- unexplained work/school related accidents or injuries
- excessive sloppiness
- illegible or errant charting
- leaving work areas for extended periods or unexplained reasons

**While at Work/School** - includes all times when an individual is on LSUHSC-NO property, on-call, supposed to be working, operating LSUHSC-NO's vehicles, or on official LSUHSC-NO business either on-site or off-site. This does not include events sponsored by LSUHSC-NO at which alcohol may be served.

## V. GENERAL GUIDELINES

Pursuant to this objective, the LSUHSC-NO Substance Abuse Policy includes:

### A. Self-Referral for Treatment

LSUHSC-NO encourages individuals to seek treatment. An individual may obtain assistance on their own or may obtain assistance through CAP. Self-referral is when the individual seeks help on their own without urging by Administration and prior to being confronted about performance or behavior issues. An individual who notifies LSUHSC-NO that they have admitted themselves to a licensed treatment facility for the purpose of rehabilitation from the effects of or a dependency on alcohol or drugs may be permitted to use leave in accordance with LSUHSC-NO policies and to take sick/vacation time. Any specific medical benefits under the individual's insurance policy may also apply.

### B. Administrative Referral

Supervisors will refer an individual who exhibits behavior that indicates they are under the influence of alcohol and/or drugs in accordance with the steps outlined in Section VII. B: Alcohol and Drug Testing. Should an individual indicate that they might have a problem while a supervisor is counseling/confronting the individual for work/school related deficiencies, injury, or risk behavior, the individual will be administratively referred for testing with all of the conditional requirements of such a referral.

### C. Laboratory Testing

All drug testing performed under this policy shall be performed by a SAMHSA certified laboratory and pursuant to SAMHSA guidelines and to LSA R.S. 49:1001, et seq. Positive alcohol tests will be confirmed at the time of initial alcohol testing with a second confirmation test of the individual. An individual may challenge drug test results at his/her own expense within 72 hours of notification of a positive drug test result as outlined in Section VII. C: Challenging a Positive Alcohol or Drug Test.

### D. Post-Job Offer Candidates

Following a full-time employment offer (post-job offer) and prior to becoming an active employee, the successful candidate will be required to undergo post-job offer testing for the presence of drugs. The candidate must test free of drugs as a condition of hiring.

Part-time employees will be required to undergo post-job offer testing for the presence of drugs at the option of LSUHSC-NO.

Any employee who has multiple periods of appointment within a one-year time period will be required to undergo drug testing before the first period of appointment. At the option of LSUHSC-NO, the employee may be required to undergo drug testing at the beginning of each new appointment.

Drug testing will also be required of an employee prior to promotion or transfer to a safety sensitive position or to a higher safety sensitive or security sensitive position.

### E. LSUHSC-NO Faculty, Staff, Residents, and Students

In accordance with federal and state regulations, faculty, staff, residents, and students are subject to alcohol and drug testing within the parameters set forth by this policy. **Exhibit I** lists the substances that may be tested for during alcohol and drug testing.

Faculty, staff, residents, and students will be subject to undergo alcohol and drug testing for:

- Reasonable suspicion/for cause
- Periodic monitoring or aftercare

Faculty, staff, residents, and students may be, under appropriate circumstances as determined by Human Resources or the Dean of the respective school, subject to undergo alcohol and drug testing for:

- Post accident (job/school related)
- Random

#### F. Non-employees

LSUHSC-NO reserves the following rights:

- To require organizations that provide personnel to LSUHSC-NO to ensure that the individuals referred do not abuse and are not under the influence of alcohol, illegal substances, or controlled substances.
- To require alcohol and drug testing for any non-employees of LSUHSC-NO for reasonable suspicion/for cause that alcohol or drugs are being used during the course and scope of their employment/enrollment or for post accident (job/school related).
- To remove any non-employee from work/school when there is reasonable suspicion of them being under the influence of alcohol or drugs or they are post accident.

## VI. **DISCIPLINARY SANCTION**

Among the disciplinary sanctions that may be imposed on individuals who violate this policy are the following

- oral warning
- written reprimand
- suspension
- termination
- referral for prosecution

Individuals may be referred to CAP for further evaluation and counseling. Individuals on probation who violate this policy will be terminated/suspended. Cause for disciplinary sanctions include

- refusal to submit to an alcohol or drug test
- tampering with the testing process
- testing positive on an alcohol or drug test
- noncompliance with this policy

Refusal to submit to an alcohol or drug test or tampering with the testing process will result in automatic termination/suspension of the individual.

A prospective employee undergoing post-job offer drug testing and who declines to consent to testing or who receives a confirmed positive drug test result shall have the conditional offer of employment withdrawn and shall be subject to disqualification from employment consideration for a period of one year from the date of the drug test.

Following an alcohol or drug test due to reasonable suspicion/for cause or post accident, an individual will be immediately suspended with pay (if applicable) pending the test results. If the results are negative, the individual will be returned to work/school. If the results are positive, corrective action up to and including termination/suspension will be initiated. A subsequent positive alcohol/drug test result or refusal to test will be grounds for termination/suspension of individuals who are undergoing periodic monitoring or aftercare testing.

An alcohol concentration between (g/ml) 0.020 and 0.039 will result in the individual being temporarily removed from work/school until their breath alcohol concentration is less than 0.020. No disciplinary sanctions will be imposed except temporary removal from work/school. An alcohol concentration of 0.040 or greater will result in disciplinary sanctions imposed by the appropriate Administrative Body or their designee.

The administrator(s) of organizations that provide personnel (non-employees) to LSUHSC-NO will be notified of any non-employee who is tested for alcohol and/or drugs and the results of those tests. Non-employees who test positive for alcohol or drugs will not be allowed to return to work until approval is received from the appropriate Administrative Body or their designee.

All evidence will be submitted to city, state, or professional licensing boards and other agencies, if appropriate and/or as required. An individual is required to notify the CAP Director or designee within five (5) days of any conviction of a criminal drug statute violation occurring in the workplace in accordance with the Drug Free Workplace Act. In the case of an individual paid by any grant funds, the CAP Director or designee will notify the appropriate federal agency in order to comply with federal regulations or statutes.

The terms of this policy will be administered in compliance with and due process will be afforded consistent with applicable local/state/federal laws relevant to LSUHSC-NO policies and State Civil Service rules.

## **VII. PROCEDURES**

### **A. Post-Job Offer Drug Testing**

For prospective employees referred for a post-job offer drug test, the job offer will be contingent upon having a negative drug test. Before any test results are reported to the appropriate Administrative Body or their designee, a Medical Review Officer (MRO) will verify the drug test results. The employee will not be permitted to begin employment until the MRO has verified the drug test results. The MRO will notify a prospective employee of a confirmed positive drug test and shall offer the individual the opportunity to challenge the drug test at his or her own expense.

### **B. Alcohol and Drug Testing**

Reasonable Suspicion/For Cause Testing and Post Accident

LSUHSC-NO requires any individual who observes an LSUHSC-NO affiliated individual whose behavior appears impaired or unsafe due to the possible use/abuse of alcohol or drugs to report the observations to their supervisor immediately. An individual whose behavior appears impaired or unsafe while at work/school is required to immediately submit to alcohol and drug testing.

LSUHSC-NO may require an individual who is involved in an accident (job/school related) while at work/school to immediately submit to alcohol and drug testing. An individual may be tested when one or more of the following conditions occur and there is individualized suspicion that the individual may be under the influence of alcohol or drugs:

- death or serious bodily injury
- loss of or damage to LSUHSC-NO property or equipment
- an injury requiring medical treatment (testing may occur while receiving medical treatment)
- release of hazardous waste

Supervisors who observe or receive any information about an individual's impairment or unsafe conditions from alcohol or drugs or who have an individual involved in an accident for which testing is appropriate must:

- document the incident on an Administrative Referral form (Exhibit II)
- interview the individual
- make a formal administrative referral to CAP
- notify the Drug Testing Office
- notify the appropriate Administrative Body or their designee

The supervisor will then escort the individual to the Drug Testing Office. An individual who is referred for alcohol or drug testing will be sent home and suspended with pay (if applicable) pending the test results. An individual who appears to be impaired will be offered assistance and discouraged from driving. If an individual refuses assistance, the LSUHSC-NO Police will be notified to escort the individual off LSUHSC-NO premises. Refusal to submit to a requested alcohol/drug test will result in notification of the appropriate Administrative Body or their designee.

Should an individual refuse to be tested, the supervisor in charge will suspend the individual without pay (if applicable) and ensure the individual leaves the area. The supervisor should contact LSUHSC-NO Police if necessary. The supervisor should have a witness, if possible, to observe the individual's behavior or physical condition. The individual should be told that their refusal to submit to the alcohol/drug test is a terminable offense.

### **Periodic Monitoring or Aftercare Testing**

LSUHSC-NO requires individuals who have tested positive for alcohol or drugs or been diagnosed with an alcohol or drug abuse/dependency problem and who sign a Continuation of Employment/Enrollment Contract to submit to regular or irregular, unannounced or announced alcohol and drug test(s).

### **Random Testing**

Any individual whose principal responsibility is to operate public vehicles, maintain public vehicles, or supervise any public employee who drives or maintains public vehicles will be subject to a program of random alcohol and drug testing. Also, individuals who hold safety or security sensitive jobs may be subject to random alcohol and drug testing. Individuals will have an equal chance of being chosen, regardless of whether they have been previously tested. Once an individual is notified they have been chosen for random testing, they must report to the Drug Testing Office within two (2) hours of notification. Failure to report within two (2) hours of notification is cause for termination.

### **Confirmation of Alcohol and Drug Tests**

Positive alcohol tests will be confirmed with a second alcohol confirmation test at the time of initial testing by the Breath Alcohol Technician (BAT). A positive alcohol test will result in immediate notification (at time of testing) of the appropriate Administrative Body or their designee. Before any drug test results are reported to the Administrative Body or their designee, the MRO will verify the drug test results. The MRO will notify the individual of a confirmed positive drug test and shall offer the individual the opportunity to challenge the drug test at their own expense. All positive alcohol and drug tests will be forwarded to the appropriate Administrative Body or their designee.

#### **C. Challenging a Positive Alcohol or Drug Test**

Alcohol testing includes the taking of breath or blood samples to test for alcohol concentration (g/ml). If the alcohol concentration (BAC) is 0.020 or greater, a second confirmation test will be performed at that time. A confirmed alcohol concentration of 0.020 or greater will be considered a positive test. Confirmed alcohol concentrations between 0.020 and 0.039 will result in the individual being temporarily suspended from work/school without pay to ensure safety until their alcohol concentration is less than 0.020. A confirmed alcohol concentration of 0.040 or greater will result in disciplinary sanctions being imposed by the appropriate Administrative Body or their designee.

If any individual wishes to challenge the drug test results, they must do so within 72 hours of notification of a positive test result. An individual with a confirmed positive drug test may contest the results in the following manner:

- An individual must provide a written medical explanation for any legitimate use of any drug and submit it for review by the MRO. An individual who is taking legally prescribed medication for a documented illness, injury, or ailment will be considered for continued employment/enrollment only upon receiving clearance from the MRO and complying with the LSUHSC-NO Fitness for Employment/Enrollment Policy
- If the individual believes a drug test is in error or wishes to challenge the drug test results, it is the responsibility of the individual to notify the MRO and the appropriate Administrative Body or their designee. The individual must have the same sample retested at their own expense at a laboratory that is SAMHSA certified. The second test must be of equal or greater sensitivity for the drug in question as was the initial test. A copy of the second drug test result must be submitted from the laboratory to the MRO within a maximum of ten (10) working days following notification of the initial positive drug test result.

### **VIII. CONFIDENTIALITY**

Except as otherwise provided by this policy or in an executed release form, any information related to participation in CAP or any of its services shall be kept confidential. Information, however, may be released to the individual's immediate supervisor, Human Resources, the appropriate Administrative Body or their designee, the administrator(s) responsible for supervising the individual, the administrator(s) of organizations that provide personnel to LSUHSC-NO, the individual's professional impaired committee (if applicable), and appropriate agencies (when required).

All alcohol and drug testing, treatment, and referral under this policy will be done in strict confidence. Information regarding results, such as the alcohol concentration or the identification of a drug, will be provided only to the Medical Review Officer (MRO), the individual's immediate supervisor, Human Resources, the appropriate

Administrative Body or their designee, the administrator(s) responsible for supervising the individual, the administrator(s) of organizations that provide personnel to LSUHSC-NO, the individual's professional impaired committee (if applicable), and appropriate agencies (when required). All alcohol and drug test results will be maintained in separate files and handled in accordance with Federal Law 42 CFR Part 2.

### **IX. DISSEMINATION OF POLICY**

LSUHSC-NO Substance Abuse Policy will be disseminated to individuals at the time of employment/enrollment and will be included in the LSUHSC-NO policy manual.

## **X. REVIEW**

The Director of Human Resources and CAP will make a biennial review of this policy.

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### **EXHIBIT I**

#### **Louisiana State University Health Sciences Center New Orleans Campus**

Drugs searched for during alcohol and/or drug testing may include (but are not limited to):

- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Opiates (including various synthetic opiates)
- Phencyclidine
- Marijuana

Confirmed alcohol testing will be done with an evidential breath-testing device or by blood.

### **EXHIBIT II**

- LSUHSC NO Administrative Referral form  
<http://www.lsuhscc.edu/administration/cm/CM37-CM38-ADMINISTRATIVEREFERRAL.pdf>
- Agreement to Submit to Alcohol and Drug Testing and Authorization for the Release of Test Results  
<http://www.lsuhscc.edu/administration/cm/CM38-AgreementtoSubmittoAlcoholandDrugandAthorizationForTheReleaseofTestResults.pdf>
- Drug Testing Notification Form  
<http://www.lsuhscc.edu/administration/cm/CM38-DrugTestingNotificationForm.pdf>
- LSUHSC NO Post Job Offer Drug Testing Instructions for Job Candidates & House Officers  
<http://www.lsuhscc.edu/administration/cm/LSUHSC%20NO%20Post%20job%20offer%20drug%20testing%20instructions%20for%20job%20candidaties%20&%20house%20officers.pdf>
- Questions Regarding LSUHSC NO Drug Testing Program.  
<http://www.lsuhscc.edu/administration/cm/Questions%20Regarding%20LSUHSC-NO%20DT%20Program.pdf>
- LSUHSC NO Supervisor's Instructions for Drug Testing and Fitness for Duty  
[http://www.lsuhscc.edu/administration/cm/CM37-CM38\\_LSUHSCSupervisorInstructionsforDrugTestingandFitnessforDuty.pdf](http://www.lsuhscc.edu/administration/cm/CM37-CM38_LSUHSCSupervisorInstructionsforDrugTestingandFitnessforDuty.pdf)



## **SEXUAL HARASSMENT/GENDER DISCRIMINATION**

**Chancellor's Memorandum #49 (CM-49) <http://www.lsuohsc.edu/administration/cm/cm-49.pdf>**

**Effective Date: May 27, 2002**

Sexual Harassment is a form of discrimination, according to Title VII of the Civil Rights Act of 1964 (as amended) and is illegal, according to the 1980 guidelines of the Equal Employment Opportunity Commission.

The policy of LSUHSC always has been that all our employees and students should be able to enjoy a work and study environment free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of misconduct, which undermines the integrity of the employment/academic relationship. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior, which is not welcome, which therefore interferes with our work/study effectiveness. Such conduct, whether committed by supervisor or nonsupervisor personnel, is specifically prohibited. This includes: repeated offensive sexual flirtations; advances or propositions; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical conduct. Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or such conduct has the purpose or effect of unreasonable interfering with an individual's academic or work performance, or of creating intimidating, hostile, or offensive educational or working environment. Accusations of sexual harassment that are found to be valid may subject the individual(s) involved to severe disciplinary action or dismissal. Any question regarding either this policy or a specific fact situation should be addressed to the appropriate supervisor, academic advisor, department head, Director of Human Resource Management, or Flora McCoy, Labor Relations Manager (568-8742).

## **POLICY ON AIDS (HIV) AND HEPATITIS VIRUS (HBV) excerpts from:**

**Chancellor's Memorandum #25 (CM-25) <http://www.lsuohsc.edu/administration/cm/cm-25.pdf>**

**May 15, 2002**

### **I. PREAMBLE**

Faculty, staff and students who are HIV/HBV/HCV infected, and who perform exposure prone procedures are encouraged to self-identify to the Chancellor (or designee) of LSUHSC, to their immediate supervisor, who would then report to the Chancellor (or designee) of LSUHSC, or directly to the Expert Review Panel (ERP). In reporting their status to the Medical Center HIV/HBV/HCV infected individuals are assured that every effort will be made by the LSUHSC Administration to maintain confidentiality, as determined by the ERP, and that a mechanism is in place, through the HIV/HBV Policy/Procedure and ERP, to maintain balance between the individual's job-related responsibilities and the institution's responsibilities to faculty, staff, students, patients and the community. There is a need to protect the HIV/HBV infected individuals, faculty, staff and patients. The ERP designated in the HIV/HBV Policy and Procedure in conjunction with the Administration is working to assure a system is in place to fulfill this need.

### **II. STUDENTS**

When a student has an accident which is considered an "at risk" incident (i.e., needle stick, puncture or cut from a potentially contaminated source) the student must immediately report the incident to his/her immediate supervisor as determined by each school/department.

The supervisor is responsible for reporting the incident and following procedures to ensure proper testing and health care are provided. For on-site occurrences, the student should be referred to Student Health 2020 Gravier, 7<sup>th</sup> floor. The CDC and OSHA guidelines for risk exposure will be followed and appropriate reporting provided. Follow up lab studies for all students should be handled through LSUHSC Student Health. During hours when the Student Health Clinic is not open, students should seek emergency care at the Fast Track emergency room at the Medical Center of Louisiana, Charity Campus.

The student is entitled to seek his/her medical care of choice. Medical care will be made available if requested by the student at either the LSUHSC-NO Student Health Clinic, or if contracted to another facility or location, from that satellite location following their policy for "at risk" incidents. Injured students may also seek treatment from their personal health

care provider. In all cases, the First Report of Injury and Supervisor's Accident Investigation Report must be filed with the Louisiana Office of Risk Management for eligibility under Student Health Needlestick Insurance.

The health care provider treating the student must be notified that the student had had an "at risk" incident for HIV/HBV/HCV and that proper testing must be performed. Based on the initial testing, additional testing or treatment may be warranted and must be recommended by the examining healthcare provider at time of treatment.

A form entitled First Report of Injury must be promptly completed and forwarded to the Office of Human Resource Management within 30 days. The Supervisor's Accident Investigation Report must also be completed. All students have a limited amount of insurance to cover costs of labwork that may be necessary as a result of exposure. Specifics about this insurance may be obtained directly from the Student Health Office.

Counseling for LSUHSC-NO students is available through the LSUHSC-NO Student Health Mental Health Counselors or the Campus Assistance Program. The Student Health Clinic can also provide access to the ERP on behalf of students.

Summary of steps to be taken when an "at risk" incident occurs:

- Report incident to supervisor
- Provide immediate medical attention and testing
- File required paperwork
- Seek counseling and access to ERP, if necessary.

### **III. HIV/HBV/HCV INFECTED INDIVIDUALS**

#### Standing HIV/HBV/HVC Policy and Procedure Committee

The Chancellor or designee will designate the Standing Bloodborne Pathogen Policy and Procedure Committee at LSUHSC-NO. This committee, with representatives from each school, will review and update the LSUHSC-NO policy and procedures periodically. The members are charged with the duty of reviewing new and current information and revising the existing policy and procedure to reflect such changes. The members shall determine the qualifications necessary of additional training and by whom provided, in the specific area of HIV/HBV/HCV for counselors, supervisors, instructors, physicians, and laboratory personnel providing treatment or testing on behalf of LSUHSC-NO.

#### Standing Expert Review Panel (ERP)

The Chancellor or designee is authorized to convene the ERP at any time that he/she feels input from the panel is necessary. The Chancellor or designee will convene the ERP when requested by students, residents, faculty, employees, or counselors, as necessary, to deal with individual cases involving LSUHSC-NO personnel. Requests to convene the ERP shall be addressed directly to the Chancellor or designee in order to retain the individual's confidentiality within the school or department.

#### Expert Review Panel Membership

Three members will be appointed to the ERP as follows:

1. An Internist with experience in HIV/HBV/HCV disease.
2. A psychiatrist with experience in HIV/HBV/HVC disease.
3. The Chairman of the LSUMC-NO standing HIV/HBV Committee.
4. The Chairman will rotate among these three members.

Ad hoc committee members - to be appointed by the three appointed panel members:

1. A health professional with expertise in the procedures and duties to be performed by the individual.
2. For faculty, staff and residents, the Chairman of the department or a designee. For students, the Chairman of the Curriculum Committee of the respective school or a designee.

Ex Officio panel members - these persons will be selected at the individual's discretion (i.e., they are not required):

1. The individual's physician
2. The advocate selected by the individual

When a request is received, the chairman of the panel will meet with the individual and the ex officio panel members chosen by the individual. At this meeting, the Chairman will explain the purposes of the panel and how the deliberations will take place. Additionally, the individual may wish to meet with other members of the panel prior to the full panel meeting.

### Expert Review Panel

The purpose of the Expert Review Panel (ERP) will be to:

1. Provide advice to HIV/HBV/HCV infected students, faculty and employees, at their request, or by way of referral from an instructor, supervisor, department head or dean.
2. Certify extent and limitation on an individual's involvement with exposure prone procedures.
3. Recommend modification of training curriculum and/or job reassignment, where appropriate.
4. Provide review of cases where competence is of concern to an instructor, supervisor, department head, or dean.
5. Provide advice and make recommendations to the Chancellor on matters involving HIV/HBV infected individuals (e.g. disclosure of information, public announcements, limitation of practice, etc.).

### Documentation of the Expert Review Panel's Action

The panel Chairman will prepare a report of the recommendations of the panel. This will be reviewed by the individual involved and signed in the presence of witnesses, by both the individual and the chairman of the panel. This report will be kept in the locked confidential file of the ERP.

The panel should take into consideration that, as of June 10, 1992, the Centers for Disease Control (CDC) still maintains that notification of patients treated by an infected healthcare worker (HCW) and follow-up studies should be considered on a case-by-case basis, taking into consideration an assessment of specific risks, confidentiality issues and available resources.

## **IV. Additional Requirements and Procedures**

### Exposure Determination

Each school/department shall perform an exposure risk determination analysis to identify all students, faculty and employees who are directly exposed or have a likelihood of exposure to blood or other potentially infectious materials without regard to the use of personal protective equipment.

### Education and Universal Precautions

All students and employees who, in the course of their responsibilities, come in contact with blood and/or body fluids of patients/clients should each receive a current copy of CDC Standard Precautions. Each school/department is responsible for developing and conducting early, comprehensive education regarding CDC "Standard Precautions" and work practice procedures for those personnel and students who potentially may come in contact with blood or body fluids of patient/clients. Students and employees are responsible for familiarizing themselves with the elements of "Standard Precautions" and work practice procedures and for adhering to these procedures whenever they are involved in patient/client care. Faculty will facilitate and monitor student compliance with these procedures.

Protective equipment (gloves, masks) should be provided at the work site. Each individual should provide protective eyewear for personal use.

Whenever possible, engineering controls should be instituted to eliminate or minimize exposure. Examples of such controls include sharp containers, mechanical pipetting, and splashguards.

All personnel having experience in another agency must be familiar with and adhere to the infection control policies of that agency.

Individuals admitted to or employed by LSUHSC will receive the CDC's publication "Exposure to Blood: What Health-Care Workers Need to Know" as well as recommendations for preventing transmission of bloodborne pathogens to patients (MMWR Vol. 50 June 29, 2001). They will also receive information during orientation, about management of personnel with blood-borne diseases. Their supervisor or instructor will be responsible for making this information available.

### Medical/Infectious Waste Disposal

Medical/infectious waste will be labeled and disposed of according to the most recent guidance policy contained in the LSUHSC-NO Environmental Health and Safety Manual

### Housekeeping and Laundry Practices

Each school/department providing housekeeping and/or laundry services should prepare a procedure to be followed which includes proper handling of potentially infectious materials, laundry and equipment. The procedure should include protective equipment to be utilized, frequency of disinfection and type or concentration of disinfectant utilized.

### Record Keeping

All records relating to a reported "at risk" incident will be kept by the Office of Human Resources Management.

### Prevention

Information regarding risks and benefits of prophylactic treatment will be made available to persons involved in a HIV/HBV/HCV risk events, as described. In accordance with current CDC guidelines (MMWR Vol. 50 June 29, 2001) access to HIV/HBV/HCV testing, hepatitis B immune globulin, and antiretroviral medications will be made available to individuals within 24 hours of the reported incident. If such access is not available at the institution of event, individuals may seek these services through Student Health, Comprehensive Health, at the Employee Assistance Program, or at the Emergency Room at the Medical Center of Louisiana, as described in this policy.

### Disclosure of Information

Information concerning LSUHSC-NO employees or students who have tested positive or are receiving treatment for HIV/HBV is confidential. Inquiries from external sources regarding such information shall be referred to the LSUHSC-NO Director of Informational Services.

## **INSTITUTIONAL ROLE IN STUDENT ORGANIZATIONS**

**Chancellor's Memorandum #33 (CM-33) <http://www.lsuhscl.edu/administration/cm/cm-33.pdf>**

**September 26, 1994/Revised June 18, 2009**

- A. The LSU Health Sciences Center respects the basic principle of "freedom of association" for its students. Student organizations may be recognized by the Health Sciences Center for any lawful purpose and may petition for recognition by submitting a constitution to the LSUHSC Student Affairs Committee. All official student organizations must have approval of the Health Sciences Center, and must have a faculty advisor.
- B. The LSU Health Sciences Center Student Affairs Committee is an administrative committee created by the Office of the Chancellor and is responsible to the Chancellor through the Vice Chancellor for Academic Affairs. The committee is chaired by the Vice Chancellor for Academic Affairs, and made up of the Associate and Assistant Deans of Student Affairs for each of the six (6) schools, the Registrar and Associate Registrar, the Director of Student Financial Aid, and the Directors of Student Affairs. The charge to the Committee is:
  1. To formulate and recommend policies governing eligibility for membership in student organizations and act on any petition for exceptions to these policies.
  2. To act on petitions for activation of new student organizations.
  3. To review any violations of the approved constitutional provisions of any student organization when such violations are referred to the Committee and to recommend appropriate disciplinary action to the Vice Chancellor for Academic Affairs.
  4. To deactivate any student organization which has not met within a twelve (12) month period.
  5. To function as a board of appeals for problems connected with student organizations which are referred to it.
  6. To advise and make recommendations to the Vice Chancellor for Academic Affairs on all matters referred to the Committee by the Vice Chancellor for Academic Affairs.
  7. To submit an annual report of Committee activities to the Chancellor and to the Vice Chancellor for Academic Affairs.
- C. Activities and programs of recognized student organizations must at all times be consistent with the purposes expressed in the Constitution approved by LSUHSC Student Affairs Committee. Copies of the current constitutions of all recognized student organizations are kept on file in the Offices of the Deans. If revisions are made in a student organization constitution, the organization must submit its changes to the LSUHSC Student Affairs Committee for approval and following approval, the student organization must submit a Copy of the revised constitution to the appropriate Dean.

## **Governance by Students**

- A. The LSU Health Sciences Center recognizes the need for and encourages student self-governance in the student-university relationship. Student self-governance may range from campus-wide self-government through the Student Government Association to student self-governance in much smaller groups as in recognized student organizations. The role and responsibility of recognized student governing bodies shall be delineated in the constitution and bylaws of the respective student organization. The SGA Constitution and Bylaws must be approved by the LSUHSC Student Affairs Committee. Amendments to constitutions will be approved by the same administrative body that approved the original Constitution. The SGA Constitution and Bylaws and constitutions and bylaws of other student organizations must not be in conflict with federal and state constitutions and laws, regulations of the LSU Board of Supervisors, and/or established LSU Health Sciences Center policy. Actions by student governments within the area of their jurisdiction shall be reviewed by the Health Sciences Center administration only through orderly and prescribed procedures.
- B. Changes in the SGA Constitution and Bylaws should be in accordance with the provisions of the SGA Constitution and established Health Sciences Center policy.
- C. Changes in the constitutions of other recognized student organizations must be made in accordance with policies and procedures established by the LSUHSC Student Affairs Committee.

### **Statement of the Institution's Responsibilities Regarding Student Publications:**

Students have the right to publish and distribute written material protected by the First Amendment without prior approval of the contents of the material. The time, place, and manner of distribution may be limited by such regulations as are necessary for the responsible operation of the LSU Health Sciences Center as determined by the Vice Chancellor for Academic Affairs.

### **Policies and Procedures and Request Forms for Recognized Student Organizations**

<http://www.lsuhscc.edu/administration/academic/docs/PoliciesProceduresFormStudentOrganizations.pdf>

#### **A. Recognized Organizations**

Any group of eight or more currently enrolled LSUHSC-NO students joined together for a common purpose, which is consistent with the Role, Scope and Mission of LSU Health Sciences Center at New Orleans may apply to the LSUHSC-NO Student Affairs Committee to be recognized. This includes but is not limited to academic, service, honorary and professional organizations and student government associations. There are many privileges associated with being a recognized student organization.

#### **B. Goals**

A student organization's mission, goals, purposes, and activities must be consistent with the Role, Scope and Mission of LSU Health Sciences Center at New Orleans.

#### **C. Representation**

Student organizations and individual members must not represent themselves as agents of the University and may not use the organization for the financial enrichment of any officer, member, or affiliate. In addition, the organization may not list its name as "*LSU Health Sciences Center Name of Club*" or "*Name of Club of LSU Health Sciences Center*". It must be "*Name of Club at LSU Health Sciences Center.*" All questions concerning use of LSUHSC-NO Logos on merchandise should be directed to the Manager of the Health Sciences Bookstore

#### **D. Financial Status**

A student organization must be non-profit. Student organizations do not have to be Federally Tax-Exempt Nonprofit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c) (3) status) is a lengthy legal procedure, which then commits your organization to the rigorous annual reporting procedures required by the IRS. Because of the annual reporting requirements and the frequent turnover of student leadership, student organizations are not encouraged to file for charitable status.

#### **E. Financial Policies and Procedures**

Student Organizations must adhere to sound financial policies.

- Each student organization must establish a checking account if the organization intends to collect dues or generate income in any way.<sup>1</sup> Opening a checking account means that the student organizations must apply for an IRS Federal Employer Tax ID Number, which can be done easily online, by following the instructions on the next page.
- Each student organization that has a checking account must have two signatures on the account to include the advisor and president or treasurer.

- There must be a separation of duties between authorizing and expending funds
- Personal credit cards/checks and cash cannot be used to pay organization expenditures
- Each student organization must establish a Treasurer Transition Plan; document key duties and maintain copies of budgets, financial reports, contracts, bank statements, checkbook, copies of paid invoices, and other financial documents.
- The chief financial officer of each school must conduct a yearly review of the financial records of all recognized student organizations in their school and report their findings to the Vice Chancellor for Academic Affairs.
- The Louisiana State University System has a right to audit any student organization's financial records.

#### **OTHER LSUHSC POLICIES OF INTEREST TO STUDENTS**

A number of LSUHSC-NO policies are of particular interest to students. They are contained in Chancellor's Memoranda located at <http://www.lsuhs.edu/administration/academic/policies.aspx>

"Promise yourself to be SO STRONG...that nothing can disturb your peace of mind; To talk health, happiness and prosperity to every person you meet; To make all your friends feel that there is something in them of worth; To look on the sunny side of everything and make your optimism come true; To think only of the best, to work only for the best, and expect only the best- especially from yourself; To be just as enthusiastic about the success of others as you are about your own; To forget the mistakes of the past and press on to the greater achievements of the future; To wear a cheerful countenance at all times, and to give every living creature you meet a smile; To give so much to the improvement of yourself that you have no time to criticize others; To be too large for worry, too noble for anger, too strong for fear, and too happy to permit the presence of trouble."

*—Christian Larson*

# LSU HEALTH SCIENCES CENTER SERVICES AND RESOURCES

## UNIVERSITY POLICE DEPARTMENT

<http://www.lsuhscc.edu/administration/vcaca/emergency.aspx>

### Functions and Responsibilities

The function of the University Police is the protection of the LSUHSC community including students, employees and property. It is the responsibility of the University Police to uphold laws and LSUHSC regulations and to provide assistance, guidance, and coordination in emergencies and unusual situations.

### Locations

Call the following for routine University Police matters:

Chief of University Police	433 Bolivar St.	568-6169
Allied Health/Nursing	1900 Gravier St.	568-4100
Lions Eye Clinic-LSU Clinic	2020 Gravier St.	568-8270
Resource Center	433 Bolivar St.	568-2156
Medical Education Building	1901 Perdido St.	568-8270
Parking Garage Police Office	425 So. Roman St.	568-8270
Residence Hall	1900 Perdido St.	568-6190
School of Dentistry	1100 Florida Ave.	941-8100 or 941-8027
Clinical Education Building	1542 Tulane Ave.	568-6160
Mervin L. Trail Building	533 Bolivar St.	568-8270

**For Emergencies Call: 568-8999**

**(24 hours for all buildings in the LSU New Orleans system)**

**LSUHSC personnel may also use uTip to alert University Police. uTip is a text messaging service allowing someone to alert University Police of an emergency. To send a tip via uTip, text 50911 and begin your message with LSUHSC.**

### Routine Services

Routine services provided by the University Police consist of providing information, securing buildings, patrolling the campuses, enforcing parking rules and regulations, investigating thefts, securing lost and found items, spot checking of packages entering and exiting locations, and promoting a safe environment for University personnel, students, and visitors.

### Public Function Services

The University Police Department provides security coverage for properly approved and authorized functions held on LSUHSC property. All functions must be approved by the Deans of the respective schools. To obtain special services, a letter must be forwarded to the Chief of University Police outlining the date, time, location, services required and nature of the function. All requests should also contain the approval of the Dean responsible for that location.

### Escort Services

Escorts are provided upon officer's availability. The University Police Department will provide escort service, when possible, for all students, staff and faculty from LSUHSC buildings to LSUHSC parking lots.

### Control Over Access to Buildings

Access to all buildings must be made through designated entrance doors, which are controlled by posted University Police Officers. After 6:00 p.m. and until 7:00 a.m. daily, and 24 hours on Saturdays, Sundays, and holidays, personnel entering Health Sciences Center buildings must proxy their LSUHSC ID card on the mounted proxy readers at each entrance to obtain access. I.D. cards are checked on all people who enter after hours.

### Grounds and Facilities

The grounds and facilities of LSUHSC are patrolled by the University Police for the purpose of safeguarding University personnel, and State and personal property.

### Removal of Property

Removal of both state or personal property from University locations is controlled by the use of Property Removal Forms. Removal of State property must be authorized by the Chancellor, appropriate Vice Chancellor, Dean, Department Head or authorized administrator. Property Removal Forms can be obtained by calling Distribution and Inventory Services at 568-3646.

### Theft of Property

Property Incident Reports must be written for all missing or stolen state property. The victim must notify the New Orleans Police Department in cases where the state property is valued \$500 and over. NOPD will assign a case number.

For missing or stolen personal property, Property Incident Reports are written. Victims of personal property losses are encouraged to report incidents involving losses over \$500 to the New Orleans Police Department.

### Lost or Stolen LSUHSC Keys and ID Cards

All lost or stolen LSUHSC keys and ID cards must be reported to the University Police, who will fill out an Incident Report.

### Trespassing

Whenever unauthorized persons are confronted on State property, they are instructed to leave. In cases where it is warranted, arrests are made.

### Firearms on LSUHSC Property

No faculty, staff (except commissioned LSUHSC Police Officers), student, patient, or visitor is permitted to be on LSUHSC property while carrying a firearm openly or concealed. Firearms will not be permitted in vehicles while parked on LSUHSC property.

The commissioned, uniformed Police Officers of LSUHSC will carry firearms openly while on duty. Firearms may be concealed when on authorized undercover assignments.

### Reporting of Suspicious or Criminal Activity

All faculty, staff, and students of LSUHSC should immediately report any criminal activity they observe to the University Police. They should also report any suspicious persons on or near LSUHSC property. Reports may be made via telephone, 568-8999, or the uTip messaging services.

## **FINANCIAL AID**

<http://www.lsuhs.edu/financialaid/>

Financial aid (students loans, Federal Pell Grants, etc.) is handled through the Student Financial Aid Office, located at 433 Bolivar Street, Room 215, New Orleans, LA 70112, 504-568-4820. [finaid@lsuhsc.edu](mailto:finaid@lsuhsc.edu)

To qualify for aid, a student must apply annually and meet certain eligibility requirements. All students seeking financial aid are required to file the Free Application for Federal Student Aid (FAFSA) and make the results available to the LSUHSC Financial Aid Office (The Federal School code for the FAFSA is 002014). All application materials are available from the Financial Aid Office website.

*Refer to the LSUHSC Catalogue, General Information Section, for additional information and types of financial assistance available.*



## STUDENT HEALTH INSURANCE

<http://www.lsuhs.edu/orgs/studenthealth/insurance/>

LSUHSC-New Orleans offers students the option of purchasing student health insurance through Blue Cross Blue Shield of Louisiana (BCBSLA). During registration, students must either purchase insurance coverage from BCBSLA or must be prepared to show evidence of coverage by another company, in which case the requirement to purchase may be waived. Students who receive medical treatment or who are referred to outside hospitals or clinics will be responsible for their bills. Students will be expected to pay the charges and then file a claim with their insurance carrier.

The premiums for the new plan year are included in the 2019-2020 LSUHSC Student Health Insurance brochure. We will be collecting these premiums semi-annually or for six months at a time. The annual plan year runs from July 1, 2019 to June 30, 2020. There are no provisions in the plan to provide COBRA coverage to students who graduate or withdraw from school.

BCBSLA does not offer COBRA coverage because it is only required by law for employee health insurance plans. If you plan on graduating in May 2020 and have paid for the health insurance plan, you will have coverage until June 30, 2020.

If you still have questions after reviewing the brochure and the information on this web site, please email [shi@lsuhsc.edu](mailto:shi@lsuhsc.edu)

Please be familiar with the BCBSLA care brochure. It has very important information about your plan coverage and claim instructions. **Insurance ID cards should be carried at all time.**

## STUDENT HEALTH SERVICE

<http://www.lsuhs.edu/orgs/studenthealth/>

MEDICAL DIRECTOR: Lauren Davis, MD

LSUSD RN: Helen Gervais Schoenberger, RN – 504-941-8393 & Penne Cortez, RN -504-941-8175, Dental School Clinic Building-Room 4312K. Office hours: Monday – Friday 8:30-12 and 1:00-4:00.

Student Health Coordinator: Phyllis Johnston, The Student Health Service is located on the 7<sup>th</sup> floor of the Lions/LSU Clinics Building, 2020 Gravier, New Orleans, LA 70112; Hours are 8:30 a.m. to 5:00 p.m., Monday – Friday, Phone: (504) 525-4839 Fax: 866-814-9706

Student Health Clinics are located at:

- LSU Internal Medicine Resident Clinic, 2003 Tulane Avenue, 1<sup>st</sup> Floor. Clinic Hours are Monday through Friday 8:30 a.m. to 11:45 a.m. Walk-Ins or Nursing Services Only. For established care or routine visits, please go to the other clinics.
- 3700 St. Charles Avenue, 2<sup>nd</sup> Floor, New Orleans, LA, (504) 412-1366; Hours are 8:30 a.m. to 3:00 p.m., Monday through Thursday; Friday No appointments scheduled (Urgent Walk-Ins Only)
- 200 W. Esplanade Ave., Suite 205, Kenner, LA (504) 412-1705. Student Health Clinic hours are 8:30 a.m. to 3:00 p.m. Monday through Friday. By Appointment Only

Other important numbers:

Questions and Health Records: 504-525-4839

Student Health Fax: 504-777-2922

After Hours Care: After 4:30 p.m. and on weekends and holidays, contact Dr. Lauren Davis at 504-412-1366. For immediate treatment you may go to the emergency room.

Questions/complaints about Student Health Clinic: 504-412-1366 or email [StudentHealthStaff@lsuhsc.edu](mailto:StudentHealthStaff@lsuhsc.edu)

## **Student Health Policy**

The operation of the Student Health Service conforms to general University policies and is operated under the overall guidelines developed by the LSUHSC Student Health Committee. The purpose of the Student Health Service is the promotion and maintenance of the health of students enrolled in the LSU Health Sciences Center.

Care for spouses of students, even those who are carried on the student's health insurance policy, are **not** included as a part of the Student Health Service fees. LSU Health Sciences Center health care providers are available to see spouses on a private care basis, to be paid by insurance coverage.

Dependents of students may have coverage with the student's insurance policy, but medical services **are not** provided by the Student Health Service. Students will be assisted in locating health services for their minor dependents.

For care of urgent problems which occur nights, weekends or holidays, students should call the LSU Clinics answering service (504-412-1366) and ask to speak with Dr. Lauren Davis. Whoever is on call for Dr. McLean is the "On Call Physician for Student Health." The "On Call" physician may be able to handle minor problems on the phone. However, if the problem necessitates a visit to the emergency room, the student will be expected to pay all these costs.

### LSUSD Nurse:

Students may see a nurse on the dental school campus for routine problems. Student Health Nurse is located in room 4312K in the Clinic Building. Office hours: Monday- Friday 8:30-12:00 and 1:00-4:00.

### Student Health Records:

Health records are kept on file in the Student Health Service Office (504-525-4839) and are confidential. No information from the record will be divulged to any person or institution without written consent of the student. Student immunizations must be complete and up to date or registration will be blocked until all requirements are met.

### Effective Dates:

Health Service benefits become effective for regular enrolled students on the day classes begin. Benefits continue as long as the student is officially enrolled in school.

## **Administrative Policies and Procedures**

### Health Service Fees:

All LSU Health Science Center Students from the Schools of Allied Health, Dentistry, Graduate Studies, Medicine, and Nursing automatically are enrolled in the Student Health Program when University fees are paid. This requirement is not subject to waiver for non-use or because of any health care plans made by the student. Refunds for students who withdraw from the University will be handled on the same basis as refunds of other fees.

### Entrance Examinations:

A complete history and physical examination, selected laboratory work, and immunizations are required for each student prior to admission to any of the schools of the Health Sciences Center. Failure to complete the required forms and immunizations may prevent the student from registering on time.

### Hospital costs:

Hospital costs are not covered by the student health fee. Hospitalization insurance is required and a policy is available to LSUHSC students. Students who wish to waive the University insurance are required to carry an active health insurance policy.

### Breaks/Vacations:

The Student Health fee does not cover professional fees incurred at any other site. This applies to vacation periods as well as the regular school year.

## **Services Provided**

### Medical Care:

The Student Health physicians are available to see students with health problems. Routine pre-admission physical examinations, immunizations, and laboratory work are not covered by the Student Health Fee.

### Laboratory Tests and X-rays

Laboratory tests and x-rays are not covered by the Student Health fee. Charges for these items will be submitted to the student's insurance carrier and the student will be billed for the balance.

### Immunizations:

Students are expected to have all standard immunizations prior to admission.

### Mental Health Counseling:

Counseling services are available both on and off campus for students who need "someone to talk to." Students are encouraged to seek assistance for emotional difficulties, stress, substance abuse, marital and family distress, academic concerns, and other personal problems. Counseling services include a 24-hour crisis line/crisis intervention, short-term counseling, and referrals for more extensive counseling and/or psychiatric care. Short-term counseling services are covered by the student health fee. Expenses for long-term and/or psychiatric care arranged by referral must be covered by the individual student's insurance carrier. On Campus services provided by the Campus Assistance Program (CAP), and off-campus services are provided by Bonnie AdelsbergMN, CS.

**For off-campus services contact:** Bonnie Adelsberg, MN, CS at 455-7296 (Office) or 865-1419 (Home). 3201 Cleary #7, Metairie, LA. Ms. Adelsberg is a clinical specialist, although her office is off-campus she will come to campus if transportation is a problem. *Refer to section on A.P.R.I.L. for more information.*

**For on-campus services contact:** CAMPUS ASSISTANCE PROGRAM (CAP) at 568-8888. Available 24 hours a day for use by students, staff, and faculty of the LSUHSC. Students may drop by the office in the Clinical Education Building, 1542 Tulane Ave., Room 866, or call the receptionist to schedule an appointment with one of the multidisciplinary staff. *Refer to section on CAP for more information.*

### Confidentiality:

Mental health services are confidential, whether contact with a counselor is by telephone or personal appointment. Patient records are available only to the counselor and clinic with which you register and do not become a part of the student's academic file.

### Wellness Center: <http://www.lsuhs.edu/administration/wellness/>

LSUHSC Wellness Center is dedicated to promoting the health and well being of all members of the LSUHSC community in a safe and educational environment.

*Contact information:* 450-A S. Claiborne Avenue, New Orleans, LA 70112, 504-568-3700 or email [wellness@lsuhsc.edu](mailto:wellness@lsuhsc.edu)

*Hours of Operation:*

Mon.-Thur.	6:30 am – 8:30 pm
Fri.	6:30 am – 7:00 pm
Sat.	9:00 am – 3:00 pm
Sun.	Closed

*Staff:* Nijel Baron, Manager – Fitness/Wellness

**Membership Requirements:** All individuals must show a valid LSUHSC I.D. for entrance into the Wellness Center. In addition, initially, each individual member must complete an Express Assumption of Risk Release of Liability Form and a PAR-Q. **Free Admission is granted to all LSUHSC Students, Residents, Faculty, Staff, Spouses, Children 16 or older. Refer to the Wellness Center website for requirements.**

### **Services Not Provided by Student Health**

- Allergy testing and/or desensitization serum
- Care for spouses and minor dependents
- Dental care
- Eye examination, eye glasses
- Infirmary care
- Medications
- Routine physical examinations or examinations required prior to registration in the LSUHSC

### **CAMPUS ASSISTANCE PROGRAM**

<http://www.lsuhs.edu/orgs/campushealth/cap.aspx>

**(504) 568-8888**

The Campus Assistance Program (CAP) is a free, confidential service provided by LSUHSC to students in the resolution of personal problems. LSUHSC recognizes that everyone occasionally needs a helping hand. CAP provides assistance for both simple and complex problems.

CAP can help you deal with problems in the following areas:

- Family, marital & relationship problems
- Adjustment to a new environment
- Alcohol or drug concerns
- Mental health issues
- Academic problems
- Excessive stress
- Legal, financial and other community referrals

Personal problems can have a negative effect on your school performance. These problems can affect your concentration, morale, energy level, as well as the overall effectiveness of your role as a student. It is CAP's mission to prevent problems from affecting your school performance. Early attention to such personal problems can often avoid costly, burdensome consequences.

#### *How does the program work?*

If you or an immediate family member has a problem for which you need assistance, you can call CAP. A counselor will discuss your problem over the telephone and will set a time to meet with you personally. Any problem, regardless of severity, that is interfering with your peace of mind or personal effectiveness is appropriate to bring to CAP.

#### *What services are available?*

- **24-hour crisis line:** A counselor is on call 24 hours a day to assist in time of crisis – call (504) 568-8888
- **Problem assessment:** A counselor will help you clarify the nature of your problem and develop a plan to resolve your problem
- **Short term counseling:** Short-term counseling for problem clarification is available through the CAP. If after talking with the counselor, a referral to a specialist within the community is needed, one will be made for the best cost-effective treatment for your problem.
- **Community Information:** CAP maintains up-to-date lists of community treatment programs, agencies and resources. If you are looking for a community resource, CAP will work with you to find the best community resources available to meet your needs.

#### *What does the program cost?*

There is no fee for contact with CAP. LSUHSC values you and provides the Campus Assistance Program as a benefit for all students and employees.

If referral to an outside agency is appropriate, the CAP counselor will review your insurance plan and/or your ability to pay for those services. Following the review, you will be referred to the best outside agency for help, at the least expense to you. If a referral is made to a resource outside of CAP, the cost of that service is your responsibility and may be covered by your health insurance.

*Are my records confidential?*

Any contact that you have with CAP is confidential, whether that contact is by telephone, email, or personal appointment. All client information and records are **STRICTLY CONFIDENTIAL** and available only to CAP staff.

For more information or to make an appointment to talk to a CAP counselor, call (504) 568-8888. The Campus Assistance Program is located at 411 S. Prieur St., Human Development Center, 2<sup>nd</sup> floor, Suite 233, New Orleans, LA 70112. They also have Dental School hours on Wednesdays from 9am – 1pm in Room 2211, available for walk-ins or appointments. Visit the Cap website at <http://www.lsuhsu.edu/orgs/campushealth/cap.aspx>

**ACADEMIC PERFORMANCE RESOURCES IN LSUHSC-NO (APRIL)**

<http://www.lsuhsu.edu/administration/academic/APRIL.aspx>

APRIL provides an umbrella of academic support services for **all** LSU Health Sciences Center (LSUHSC) students in New Orleans through LSUHSC Student Health. Funding for many of these services comes from Student Health fees and Student Health Insurance. However, not all services may be covered. Please familiarize yourself with the scope of your health insurance coverage. Student may choose to contact any of the following service providers directly or may seek information through their Office of Student Affairs.

**STUDENT HEALTH**

<http://www.lsuhsu.edu/orgs/studenthealth/>

**(504) 525-4839**

**Appointments are now being taken at:**

**3700 St. Charles Ave., New Orleans, call (504) 412-1366**

**200 West Esplanade, Suite 701, Kenner, call (504) 412-1705**

**For after Hours Emergency (504) 412-1366**

- Preventive health care, including health immunizations
- Health care for episodic illnesses
- Health care for chronic health issues
- Referral for laboratory work and/or specialty services

**ACADEMIC & NEUROPSYCHOLOGICAL ASSESSMENT**

**Referral made through the Campus Assistance Program (504) 568-8888 or your school's Student Affairs Office**

- Academic and neuropsychological assessment (intellectual, cognitive & personality tests) to diagnose cognitive disabilities including: attention deficit disorder and learning disabilities
- Individualized recommendations made to remediate or accommodate students with disabilities
- Assessment services may be covered under LSUHSC Student Health Insurance
- 

**FREE OFF-CAMPUS PROFESSIONAL COUNSELING**

**(504) 455-7296**

- Crisis intervention
- Initial assessment and referrals as needed
- Individual counseling (brief and long term)
- Confidential counseling or psychotherapy services for individuals, couples, and families
- Grief counseling
- Stress management techniques
- Mental health education
- Phone conferences

**THE SCHOOL OF ALLIED HEALTH PROFESSIONS**  
**Department of Communication Disorders (504) 568-4348**

- Speech-Language Pathology
  - Assessment including: spoken language, speech (articulation, fluency and voice), written language, reading skills, oral structure and function, augmentative and alternate modes of communication
  - Treatment including: speech disorders, language disorders (oral and written), cognitive communication disorders, augmentative and alternate communication devices, accent modification, enhancing speech-language proficiency, and language based academic problems
- Audiology
  - Comprehensive assessment of hearing skills
  - Comprehensive assessment of listening skills
  - Treatment including: aural rehabilitation, auditory prostheses (hearing aids and assistive listening devices), dizziness/vertigo testing, ear molds/swim molds and musician earplugs

**WELLNESS CENTER**

<http://www.lsuhs.edu/administration/wellness/>

**Stanislaus Hall – (504) 568-3700**

- Hours: Mon-Thurs 6:30am-8:30pm; Fri 6:30am-7:00pm; Sat 9:00am-3:00pm
- 18,000square feet
- Cardiovascular equipment: treadmill, bike (upright and recumbent), elliptical, rower, and stair climber
- Selectorized weight equipment: Nautilus Nitro
- Plate loaded/free weights
- A multipurpose room for group exercise activities such as group cycling, mind body (yoga/pilates mat), step, resistance training, etc.
- Pilates reformer classes, fitness assessments and exercise orientations
- Lounge area
- Shower facilities and spacious saunas located in the men’s and women’s locker rooms
- Free day lockers or rent a locker for a fee
- Personal training and TRX – fee-based

**PEER ADVOCATE LIAISON (PAL) PROGRAM**

<http://www.lsuhs.edu/orgs/campushealth/pal.aspx>

In the Peer Advocate Liaison (PAL) Program LSUHSC student volunteers (PAL’s) learn about wellness resources outlined in this brochure. PALs are available to help guide students to the appropriate resources for any of the following problems: relationship or family issues, academic difficulty, concerns with alcohol or drugs, depression, adjustment to new environments, stress or anxiety.

PALs act as temporary liaisons between students and the campus resources that assist them. PALs are not trained for counseling or crisis intervention. When unsure what LSUHSC resource to use, students can ask a PAL representative which resource might be the most appropriate. Visit the PAL website (above) for the most current list of PAL representatives for each school/class.

# LSUSD GUIDELINES AND POLICIES

## GENERAL

### COMPLAINTS DIRECTED AT CODA-ACCREDITED EDUCATIONAL PROGRAMS

Students, faculty, program administrators, Commission site visitors, specialty and dental related organizations, patients, and/or consumers, and other interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation (CODA) regarding any CDA-accredited dental, allied dental or advanced dental education program, or a program which has an application for initial accreditation pending. The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedures for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

### QUALITY ASSURANCE

The following statement concerning quality care has been established by the Clinic, Academic Performance Advancement and Curriculum Committees of the LSUHSC School of Dentistry.

*Providing dental care of the highest quality is a paramount ideal and objective of the dental profession. The Academic Performance Advancement and Clinic Committees embrace this objective and believe the Louisiana State University HSC School of Dentistry graduates must be capable of providing dental care of the highest quality. Learning experiences designed to achieve this goal are an integral part of the student's didactic, preclinical and clinical curriculum in all departments. All students are expected to take full advantage of the learning experiences at all levels in order to provide the highest quality dental care at all times.*

*Departments will identify, as early as possible, any student who demonstrates unacceptable performance in their clinic discipline. At that time the department will establish remedial criteria, which must be fulfilled by the student. All clinical activity of that student in that department will terminate until such time as the student has successfully fulfilled all remedial criteria. In all cases, the Chairman of both the Clinic and Academic Performance Advancement Committees will be notified, in writing, of action taken by the department. The Chairman of the above committees may collaborate, and may recommend additional or alternative action.*

### COMPUTER SERVICES

#### Information Technology Services

LSUSD Computer Services provides all Dental School users with support for school-related activities. The Computer Services staff is located in room 5312 of the clinic building and provides support Monday – Friday from 8:00 AM to 5:00 PM. The Dental School Help Desk number is 941-8217. You can also email questions to **ds-cserve@lsuhsc.edu**. For after-hours support including password related problems, please call the LSUHSC Help Desk number at **568-HELP** or go to <http://www.lsuhs.edu/administration/cs/helpdesk/>

Computer Services provides network storage space for students to use. Below is an explanation of the drive letters:

**M drive** - is a dental student drive. It is for Dental School faculty to share data with dental students.

**U drive** - Dental School -wide shared data drive (read only)

**X drive** - Dental School transfer drive. It is a network share we allow almost anyone to post data to in order to transfer it to someone else. It is cleared off periodically so it shouldn't be used for storage.

**O drive** - is your own personal storage space. It is for your use only. It is used for backing up important files and data from your PC as well as providing a standard location for storage since it is available where ever you log in to the LSUHSC network.

In addition to network drives, Computer Services provides access to course related data through the Moodle course management system website, <http://moodle.lsuhs.edu>. Remote access to email is available from the LSUHSC web site <http://mail.lsuhs.edu>. Remote access to LSUSD data is available through a Citrix connection provided by Enterprise Computer Services or through the LSUSD terminal server which requires Virtual Private Networking. For more information about remote access, contact computer services.

### **Computer Lab**

Computers and printing are available in the Library.

### **Lab Printing**

Students may use a Pay Paw card to print. Pay-to-print printers and release stations are located in the library. Auxiliary Enterprises provides the printing services in the lab. The bookstore can help students create a Pay Paw account to use for printing in the labs.

### **Wireless Access**

As a service to the LSUHSC community, wireless Internet access is provided throughout the campus.:

### **Student Computing Policy**

The LSU School of Dentistry views computers and computing resources as tools to be used to facilitate education. Computing policy at the LSUHSC is established by Chancellor's Memorandum 42 (CM 42), the text of which appears below. Please be aware that all LSUHSC network access is monitored by Enterprise Computer Services.

## **INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE**

**Chancellor's Memorandum #42 (CM-42)** <http://www.lsuhs.edu/administration/cm/cm-42.pdf>

**Effective date: January 16, 2016**

### Statement of Purpose

The LSU Health Sciences Center New Orleans (LSUHSC-NO) and LSU Health Care Services Division (LSU-HCSD) information technology (IT) Infrastructure supports mission-critical and business-critical services for patient care, education, public service, research, and administration.

LSUHSC-NO and LSU-HCSD shall hereinafter be referred to as LSUHSC and HCSD, respectively, and collectively, as SYSTEM.

Staff, researchers, clinicians, students, and faculty depend on the SYSTEM IT Infrastructure for the electronic classroom, telemedicine, healthcare, clinical and administrative database applications, high-speed data and image exchange, and collaborative initiatives with both internal and external entities.

Mobile devices such as smartphones (BlackBerry®, iPhone®, Android™ ...) and tablets (iPad®, Playbook™ Samsung Galaxy Tab, or Google Nexus...) use the SYSTEM IT Infrastructure to improve the delivery of information for the purposes outlined above by combining significant computing and communication capabilities with portability and ease of use.

The purpose of this document is to institute an enforceable policy to protect the performance, integrity, security, reliability, and availability of vital services that rely on the SYSTEM IT Infrastructure through good citizenship and legal and ethical use and to provide guidelines for the appropriate use and configuration of personal computers, laptops, and mobile devices as necessary to protect the SYSTEM IT Infrastructure from unauthorized access or disclosure.

### Statement of Applicability

This policy applies to any person using, or any device that connects to the SYSTEM IT Infrastructure and is meant to augment, but not replace, any existing laws, regulations, or policy that currently refer to computing and networking services.



Any policy at a division or department level of the organization should build upon the foundation of this policy, and may be more restrictive than this policy, but should not be less restrictive.

All SYSTEM IT Infrastructure strategic decisions shall be in concert with the appropriate leadership in the affected areas.

LSUHSC Department of Information Technology (IT) provides management and operation of the SYSTEM IT Infrastructure in partnership and cooperation with the major schools and divisions of SYSTEM. All SYSTEM IT Infrastructure designs must be coordinated and approved by LSUHSC IT. All new network cable plants must adhere to the IT cabling and wiring standards, and must be approved by IT.

Prior to purchase, all proposed acquisitions (including but not limited to those made with donations, grants, and foundation funds) of IT software and hardware, including mobile devices and laptops, must be coordinated with the school- or division-designated IT representative for review, adherence to LSUHSC IT security standards, and approval.

The owner of any Network User ID issued by LSUHSC is accountable for any actions or usage that is associated with that ID, regardless of the ownership or the location of the equipment where the usage occurred.

#### Definitions and Terms

*Authorized Use* – Use of the SYSTEM IT infrastructure must be consistent with the instructional, research, public service, patient care, and administrative goals of SYSTEM and for the express purpose of conducting business related to one’s job duties.

*Authorized Use (User)* – Staff, student, faculty, contractor, vendor, or other that has an official affiliation with LSUHSC and/or HCSD and has been issued an LSUHSC Network User ID and/or has been specifically authorized to use an infrastructure resource by the group responsible for operating the resource. Network User IDs are authorized for activation by a major division’s IT support staff. The Network User ID must be activated by the end User. All Network User IDs and Data, with the exception of Student Network User IDs and Data, are deleted upon voluntary or involuntary separation from SYSTEM). Student Network User IDs and Data are deleted 60 days after date of separation from LSUHSC. Student Network User IDs, with access to PeopleSoft Self Service, may continue to access PeopleSoft Self Service until 5 years after date of separation.

*Business Use/Need* – That which is consistent with one’s role in the organization.

*Connected* – A device is considered Connected to the SYSTEM IT Infrastructure if it is plugged into a wired network jack on campus, connects to the LSUHSC wireless network on campus, remotely connects to the LSUHSC network via the Internet, telephone connection, or other remote mechanism.

- Examples of remotely connecting include but are not limited to using the remote.lsuhs.edu VPN “Network Connect” option, logging on to Citrix (Desktop or PSDesktop) on campus, or using a mobile device that is on a cellular network and is enrolled in the LSUHSC MDM system.
- Methods of accessing the LSUHSC network that do not meet the definition of Connected include but are not limited to using the remote.lsuhs.edu VPN with the “Web Connect” option, using Outlook Web Access (OWA) off campus, or logging on to Citrix (Desktop or PSDesktop) off campus. Any traffic generated from a non-Connected device to a connected device can be monitored and captured but the device itself cannot be seen or accessed.

*Data* – Any information residing on the SYSTEM IT Infrastructure or held on any other IT Infrastructure on behalf of SYSTEM. This data includes files, documents, messages in any format, including e-mail messages and posts made on any Social Media site maintained by/for SYSTEM. All SYSTEM data created and/or maintained by a User is also subject to this Policy, even if the data is created and/or stored on the User’s own personal computer, smartphone, or other personal device.

*Information Technology (IT) Infrastructure* – Information technology is a compilation of products and services that turn data into functional, meaningful, available information. The IT Infrastructure is the network, the communication physical media, the protocols, the associated software/applications/firmware, the hardware devices that provide connectivity (including but not limited to switches, access points, and routers), and all equipment (including, but not limited to, personal computers, laptops, PDAs, and smart phones) attached thereto regardless of ownership or location.

*Mobile Device* – includes any device that is both portable and capable of collecting, storing, transmitting or processing electronic data or images. Examples include, but are not limited to laptops, smartphones (BlackBerry®, iPhone®, Android™ ...), and tablets (iPad®, Playbook™ ...). This definition also includes storage media, such as USB hard drives or memory sticks, SD or CompactFlash cards, and any peripherals connected to a mobile device or computer.

*Mobile Device Management Software (MDM)* – A system intended to distribute applications, data, and configuration settings to mobile communications devices, such as tablets and smartphones. The intent of MDM is to optimize the security of a mobile communications network, while minimizing downtime. MDM addresses the concern of automatic caching or storing of Data and User credentials on a mobile device and allows administrators to manage the operation of smartphones and similar devices as effectively as is done with desktop computers. Visit [www.lsuhs.edu/administration/cs/HelpDesk](http://www.lsuhs.edu/administration/cs/HelpDesk) or contact your school/division IT supporter for additional information.

*Network* – A network is that system of products and services by which all computers and peripherals are linked, whether wired or wireless.

*Network User ID* – Network accounts created by LSUHSC IT Information Security identify the User and provide authentication and access to the SYSTEM network and applications on the SYSTEM IT Infrastructure. Accounts are auto created following entry of personnel into any one of several authoritative sources (e.g. PeopleSoft, MD-Staff, various external affiliations, etc.).

*Office of Computer Services (OCS)* – The LSUHSC Administration and Finance central computer services group. This group provides IT services such as network infrastructure, administrative applications, web services, E-mail infrastructure, IT security, etc. that are used by the entire LSUHSC and HCSD organizations and other distributed IT groups in coordination with OCS to provide IT services at the hospital, school, division, or department level.

*Personally-Owned Mobile Device or Computer* – Includes any mobile device or computer that is not owned/purchased by LSUHSC or HCSD.

*Protected Data* – includes, but is not limited to,

- **Personal identity information (PII):** includes but is not limited to Social Security Numbers, credit card numbers, bank and credit union account numbers, health insurance plan identification numbers, driver's license numbers, dates of birth, and other similar information associated with an individual student or employee that, if misused, might enable assumption of that individual's identity ("identity theft") to compromise that person's personal or financial security.
- **Protected health information (PHI):** includes health information that is associated with at least one of eighteen identifiers that make the information "individually identifiable." The eighteen identifiers specified by HIPAA include name, address, SSN, date of birth, date of health care, and other elements. Health information about groups of people (population data, mean and median data, aggregate data, etc.) that cannot be related to individuals is not PHI.
- **Student educational record information:** includes records that are based on student status and maintained by LSUHSC or a party acting for LSUHSC. Access to student records is governed by the Family Educational Rights and Privacy Act (FERPA).

*Public Wireless Network (Public WiFi)* – The publicly accessible wireless network that is set up at the HCSD hospitals for access to the Internet by patients and patient families.

*Restricted Data* - Any information of such a sensitive nature, the access of which is limited to those individuals designated by management as having a need to know. It includes but is not limited to:

Ongoing investigation files, pending litigation files, attorney-client privilege emails and files, files subject to litigation holds, psychotherapy notes, and files regarding disciplinary action.

*SYSTEM IT Infrastructure* – Any IT Infrastructure owned by or held on behalf of SYSTEM.

#### Policy Statement

Use of the STSTEM IT infrastructure is a revocable privilege granted to those with an official affiliation with STSTEM. Access to specific services on the SYSTEM IT infrastructure is based on a business need. Access to the SYSTEM IT infrastructure, and any components on the SYSTEM IT Infrastructure, requires authorization by a User's supervisor or affiliation sponsor. Users of the SYSTEM IT Infrastructure shall have no expectation whatsoever of privacy.

The SYSTEM IT Infrastructure must be used in a manner consistent with providing patient care, educating healthcare professionals, conducting research and protecting the critical business functions of the organization that support these functions. No one should perform any activity on the SYSTEM IT Infrastructure that adversely affects these functions or undermines the public's confidence in LSUHSC or HCSD to fulfill their missions.

#### No Expectation of Privacy

Users shall have no expectation of privacy regarding any Data residing on the SYSTEM IT Infrastructure, even including Data on personally-owned equipment used by faculty, staff, students, or other Users in conducting business for or on behalf of SYSTEM, regardless of whether the Data was generated as the result of Authorized Use, incidental use, or if the use is not permitted by or described by this Policy.

Except in those circumstances in which access is appropriate to serve or protect operations within the SYSTEM and to meet policy requirements, stored Data will not be accessed by anyone other than:

- the person to whom the account in which the Data has been stored is assigned; or
- the person to whom the device containing the stored Data has been assigned.

LSUHSC may access, monitor, or disclose as LSUHSC deems appropriate, any Data, (including confidential or personal information), without notice to or consent from the User for any reason, including:

- troubleshooting hardware and software problems, such as rerouting or disposing of undeliverable mail;
- preventing or investigating unauthorized access and system misuse;
- retrieving or reviewing for SYSTEM purposes SYSTEM-related information;
- investigating reports of violation of SYSTEM policy or local, state, or federal law;
- investigating reports of employee or student misconduct;
- complying with legal requests for information (such as subpoenas and public records requests);
- retrieving information in emergency circumstances where there is a threat to health, safety, or SYSTEM property involved.

LSUHSC, at its discretion, may disclose the results of any such monitoring to appropriate SYSTEM personnel, law enforcement, investigating agencies and may use those results in appropriate external and internal disciplinary actions and other proceedings.

By using a computer, mobile device, or application on the SYSTEM IT Infrastructure, all Users acknowledge that they are subject to the terms of this policy and give their unrestricted consent to the monitoring, copying, and unrestricted distribution of any transmission/communication or image generated, received by, or sent by a computer, mobile device, or application on the SYSTEM IT Infrastructure.

Data will be removed remotely from mobile devices enrolled with the mobile device management system (MDM) or the Blackberry Enterprise Server (BES) (SYSTEM-owned BlackBerry OS devices will be reset to factory default) under the following circumstances:

- The mobile device is lost, stolen, or believed to be compromised.
- The mobile device belongs to a User that no longer has a working relationship with SYSTEM.
- The User decides to un-enroll from MDM.

#### Acceptable Use Statement

*All users of the SYSTEM IT infrastructure are expected to exhibit responsible behavior and shall:*

- Comply with all federal and state laws, LSU System, LSUHSC and/or HCSD rules and policies, terms of computing contracts, and software licensing rules.
- Obtain authorization to use LSUHSC and/or HCSD computing resources from the owner of the resource.
- Be held responsible for the use of their assigned Network User ID and any and all actions that are performed with that ID. Sharing of User IDs and passwords is prohibited.
- Register security questions and agree to the SYSTEM's acceptable use policy.
- Obtain authorization from the owner of Data prior to accessing or sharing LSUHSC and/or HCSD Data.
- Actively participate and cooperate with OCS in the protection of the SYSTEM IT Infrastructure against threats by using virus-scanning software, not opening E-mail from an unknown source, safeguarding passwords, reporting any violations of the acceptable use statement to the local IT support staff, and cooperating with the local IT support staff to keep security patches up to date on applications, mobile devices, and computers, and staying abreast of new security issues by completing information security training. Anyone suspecting they may have a computer virus should contact their local IT support staff immediately.
- SYSTEM-owned devices must be scanned with OCS approved virus-scanning software.
- Use encryption on any mobile device (including storage media, such as USB hard drives or memory sticks, SD or CompactFlash cards, and any peripherals connected to a mobile device) that stores protected or restricted data.
- Have a PIN/passcode on all smartphones and tablets that access DATA that wipes DATA after a maximum of 10 invalid PIN/passcode attempts.
- Have all smartphones and tablets that access DATA configured to automatically lock the screen after a maximum of 10 minutes of inactivity.
- Report any suspected misuse or theft of a computer or mobile device immediately to Enterprise Information Security, security@lsuhsc.edu, and LSUHSC Police, 504-568-8999.
- Register smartphones and tablets with the mobile device management system (MDM) if using any application that automatically caches Data or credentials on the device.
- Take reasonable care to avoid allowing unauthorized access to or disclosure of protected and restricted information stored on a mobile device.
- Encrypt any backups of mobile devices that contain protected or restricted information.
- Remove all protected or restricted information from a computer or mobile device immediately upon termination of the assigned User's relationship with LSUHSC and/or HCSD.
- Display a message on all smartphones and tablets owned or issued by LSUHSC that states "Property of LSUHSC New Orleans" and indicates a method of return if the device is lost.

*All users of the IT infrastructure shall NOT:*

- Reveal their Network User ID and password. LSUHSC and/or HCSD will never ask you to reveal your password
- Obtain or use another's Network User ID or password, or otherwise access DATA or SYSTEM IT Infrastructure to which authorization has not been expressly and validly given. Users shall not use another's User ID or password to hide their identity or attribute their use of Data or SYSTEM IT Infrastructure to another.
- Use non-LSUHSC E-mail to conduct official LSUHSC business unless authorized by the Chancellor.
- Engage in any activity that jeopardizes the availability, performance, integrity, or security of the SYSTEM IT Infrastructure. Examples would be:
  - Adding, modifying, reconfiguring, or extending any component of the SYSTEM network such as hubs, routers, switches, wireless access points, firewalls, etc. or installing FTP, DHCP, or web servers without consultation with OCS;

- Intentionally or knowingly copying, downloading, installing, or distributing a computer virus, worm, “Trojan Horse” program, or other destructive programs, or otherwise harming systems or engaging in any activity that could reasonably and foreseeably disrupt services, damage files, cause loss of Data, or make unauthorized modifications.
- Monopolizing or disproportionately using shared SYSTEM IT Infrastructure, overloading systems or networks with endless loops, interfering with others’ Authorized Use, or degrading services by deliberately or recklessly overloading access links or switching equipment through downloading pictures or using streaming media such as web radio, games, videos, peer-to-peer (P2P) apps such as BitTorrent and Gnutella, and other mechanisms. These activities do not refer to legitimate business or school-related use of the SYSTEM IT Infrastructure.
- Utilizing the SYSTEM IT Infrastructure to create, transmit, or otherwise participate in any pranks, chain letters, false or deceptive information, misguided warnings, pyramid schemes, or any fraudulent or unlawful purposes.
- Use computing resources in a wasteful manner that creates a direct cost to LSUHSC and/or HCSD. Some examples of waste are:
  - Unnecessary backgrounds on E-mail taking up valuable storage space,
  - Spending time on the Internet for personal use such as shopping, sports, entertainment, etc.,
  - Playing computer games,
  - Engaging in non-business related online chat groups,
  - Storing personal Data on servers, or
  - Printing excessive copies of documents.
- Use SYSTEM IT resources for personal monetary gain or commercial purposes not directly related to LSUHSC and/or HCSD business or for functions that are not related to one’s job.
- Use the Public Wireless Network for personal use during work hours. Some examples of inappropriate use are:
  - Accessing personal email
  - Accessing social media sites or chat groups
  - Online shopping and entertainment websites
  - Playing computer games
- Install, copy, or use any software in violation of licensing agreements, copyrights, or contracts.
- Send copies of documents or include the work of others that are in violation of copyright laws in electronic communications.
- Obtain or attempt to access the files or electronic mail of others unless authorized by the owner or as required for legitimate business need, security issues, or investigative purposes. Disclosure of any information obtained must abide by existing policy, laws, and regulations.
- Harass, intimidate, or threaten others through electronic messages.
- Construct a false communication that appears to be from someone else.
- Send or forward unsolicited E-mail to lists of people you do not know. Bulk E-mailing of information can be selectively used for business-related communication but must be approved at a level appropriate to the scope and content of the information. Contact [postmaster@lsuhsc.edu](mailto:postmaster@lsuhsc.edu) for help with bulk E-mailings.
- Send, forward, or reply to E-mail chain letters.
- Initiate or retransmit virus hoaxes.
- Create or transmit (other than for properly supervised and lawful research purposes) any offensive, obscene or indecent images, Data or other material, or any Data capable of being resolved into obscene or indecent images.
- Store unencrypted User IDs and passwords which allow access to the SYSTEM IT Infrastructure on mobile devices.
- Leave SYSTEM-owned mobile devices unattended.

#### Enforcement of Policy

The unauthorized or improper use of the SYSTEM IT infrastructure, including the failure to comply with this Policy will subject the violator to loss of privileges, disciplinary action, personal liability and/or criminal prosecution. In addition, LSUHSC may require restitution for any use of service which is in violation of this Policy

## **PARKING**

<http://www.lsuhsoc.edu/administration/ae/parking.aspx>

LSU Health New Orleans Parking Committee Rules and Regulations apply to day, night, and weekend parking in Dental School and all downtown facilities of the LSU Health New Orleans. The rules and regulations concerning parking are made to protect all users and thus apply equally to everyone. Parking at any University facility is solely at the discretion and risk of the individual. The University assumes no liability for damage to vehicles or loss of property.

Free parking, for clinic patients and visitors only, is available in the lot located on the North side of Florida Avenue, directly across from clinic building. On-campus parking for students is available for a yearly fee. There are two gated access points to enter on-campus parking lots (Moss Street and Florida Avenue). Students must park in designated student parking areas. Between the hours of 6:00 p.m. and 7:00 a.m. students may park in any lot on campus except for those spaces specifically marked as reserved.

The University Police and the Parking Office issue citations (both moving and parking) to violators of the parking rules and regulations. If a citation is issued through error, or with mitigating circumstances, appeals should be made promptly to the Parking Committee via the online web page or through the Parking Office at the Dental school (or Downtown office at 433 Bolivar Street, Room 158).

Failure to comply with the parking rules and regulations at all times will result in possible imposition of fines, immobilization of the vehicle in question, or loss of the privilege to park in the LSU Health New Orleans facilities. Nonpayment of fines and delinquent fees may result in the student being blocked from registration, graduation and receiving grades and/or transcripts.

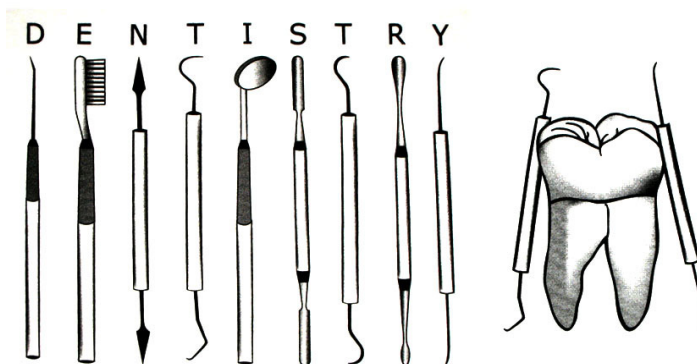
Information concerning parking and vehicle registration is distributed to students at academic registration. Parking information such as parking maps, temporary permits may be reviewed online at the Parking web page.

Parking/vehicle registration must be renewed for each academic year. Further information is available from the Parking Office (phone: 568-4884) Resource Center Building, 433 Bolivar, Room 158, 8:00 a.m. to 4:30 p.m.

Monday through Friday or the Dental School Parking Office on the 2<sup>nd</sup> floor, Administration Building on Tuesday and Thursday.

## **POSTING OF NOTICES**

All posters or flyers promoting specific professional or social activities must be approved by the Office of the Dean and should only be posted in the designated areas of the Clinic Building and Administration Building.



# ACADEMIC

## ATTENDANCE

The School of Dentistry has a standard policy for attendance in courses for the Programs in Dentistry, Dental Hygiene and Dental Laboratory Technology. These policies are included in the *LSUSD Student Handbook of Policies and Procedures* as well as in the LSUHSC School of Dentistry section of the LSUHSC catalog.

### Didactic and Pre-clinical Courses:

Students are required to attend all scheduled appointments/sessions in each course. Students not present when attendance is taken will be considered absent. Absence in excess of 20% of the total clock hours in any course will result in a final grade reduction of one letter grade for that course. Each department will determine general policy for monitoring attendance in assigned course(s).

There are no excused absences with this policy. The only exception is an APPROVED ABSENCE as described herein.

### Clinical Courses: (Program in Dentistry and Dental Hygiene)

Students are required to attend all scheduled clinic sessions as a requirement of each specific clinical course. There are no excused absences with this policy. The only exception is an APPROVED ABSENCE as describe herein.

### Laboratory Courses: (Program in Dental Laboratory Technology)

Students are required to attend all scheduled laboratory sessions. There are no excused absences. The only exception is an APPROVED ABSENCE as described herein.

### APPROVED ABSENCES

The Dean or the Associate Dean for Academic Affairs may grant a petition for a short approved absence in the case of illness, participation at a professional meeting, or any emergency, with the explicit understanding that the student will arrange with the faculty involved to satisfactorily complete all course expectations.

## PROFESSIONAL CONDUCT

Each faculty member, student, resident, fellow and staff member of the LSUHSC School of Dentistry is expected to demonstrate professional conduct at all times. Individuals must exhibit courtesy toward one another, patients and guests. Each person must communicate effectively and appropriately at all times. Each person must demonstrate integrity, excellence in his/her work, responsibility, and accountability. No person shall jeopardize the well-being of another person under any circumstances.

A Report of Unprofessional Conduct may be submitted by a faculty member, student, resident, fellow, staff member, patient or guest. To report unprofessional conduct, see [https://www.lsusd.lsuhs.edu/intranet/lc/Unprofessional\\_Conduct\\_Report.pdf](https://www.lsusd.lsuhs.edu/intranet/lc/Unprofessional_Conduct_Report.pdf)

## GRADING SCALE

(Programs in Dentistry, Dental Hygiene, Dental Laboratory Technology and Advanced Dental Education)

A=90-100

B=80-89

C=70-79

F=69 and below

I=Incomplete

Notes:

The “F” grade denotes failure of the course.

The “I” grade denotes failure to complete the course for verified reasons beyond the student’s control at the time grades for the course are reported. The deficiency must be removed by the student at which time the “I” will be converted to the letter grade the student has earned.

For Advanced Dental Education Programs, final course grades of C or lower are unacceptable and do not meet the requirements for successful completion of the coursework.

## NATIONAL BOARD EXAMINATION

National Board Dental Hygiene Examination: Each second-year student in the Program in Dental Hygiene is required to challenge this examination prior to the scheduled graduation date to be eligible for promotion to graduation in May of that academic year.

## TEST DATE CHANGE

1. Written permission must be obtained from the professor giving the test and should be brought to the Office of Student Affairs.
2. The class president must clear the new date and time through the LSUSD web-site Room Reservation Request
3. A week’s notice must be given to the Office of Student Affairs in order for the ballots to be printed. The Office of Students Affairs will print the vote change ballot.
4. Voting will take place from 8:00 a.m. – 4:30 p.m. in the Office of Student Affairs on the date designated by the class president.
5. Ninety percent (90%) of the class must vote to change the date and ninety percent (90%) has to vote yes. Votes will be counted with a class president present. If the change date passes it is the responsibility of the class president to submit the Room Reservation Request through the LSUSD web-site.

*And we should consider every day lost  
on which we have not danced at least once.  
And we should call every truth false  
which was not accompanied by at least one laugh.*

Friedrich Nietzsche



# COMPETENCY-BASED DENTAL EDUCATION DOCUMENT

Fall 2013

## Competency Statements

- LSUSDCS-1** Graduates must be competent in the application of the fundamental principles of behavioral sciences as they pertain to patient-centered approaches for promoting, improving and maintaining oral health. (CODA 2-15)
- LSUSDCS-2** Graduates must be competent in the application of biomedical science knowledge in the delivery of patient care. (CODA 2-14)
- LSUSDCS-3** Graduates must be competent in managing a diverse population and have the interpersonal and communication skills to function successfully in a multicultural work environment. (CODA 2-16)
- LSUSDCS-4** Graduates must be competent in applying basic principles and philosophies of practice management, models of oral health care delivery, and how to function successfully as the leader of the oral health care team. (CODA 2-18)
- LSUSDCS-5** Graduates must be competent in applying legal and regulatory concepts to the provision and/or support of oral health care services. (CODA 2-17)
- LSUSDCS-6** Graduates must be competent in communicating and collaborating with other members of the health care team to facilitate the provision of health care. (CODA 2-19)
- LSUSDCS-7** Graduates must be competent in the application of the principles of ethical decision making and professional responsibility. (CODA 2-20)
- LSUSDCS-8** Graduates must be competent in the use of critical thinking and problem-solving including their use in the comprehensive care of patients, scientific inquiry and research methodology. (CODA 2-9)
- LSUSDCS-9** Graduates must be competent to access, critically appraise, apply, and communicate scientific and lay literature as it relates to providing evidence-based patient care. (CODA 2-21)
- LSUSDCS-10** Graduates must be competent in assessing the treatment needs of patients with special needs. (CODA 2-24)
- LSUSDCS-11** Graduates must be competent in providing oral health care within the scope of general dentistry to patients in all stages of life. (CODA 2-22)
- LSUSDCS-12** At a minimum, graduates must be competent in providing oral health care within the scope of general dentistry, as defined by the school, including (CODA 2-23):
- a. patient assessment, diagnosis, comprehensive treatment planning, prognosis, and informed consent;
  - b. screening and risk assessment for head and neck cancer;
  - c. recognizing the complexity of treatment and identifying when referral is indicated;
  - d. health promotion and disease prevention;
  - e. anesthesia, pain and anxiety control;
  - f. restoration of teeth;
  - g. communicating and managing dental laboratory procedures in support of patient care;
  - h. replacement of teeth including fixed, removable and dental implant prosthodontic therapies;
  - i. periodontal therapy;
  - j. pulpal therapy;

- k. oral mucosal and osseous disorders;
- l. hard and soft tissue surgery;
- m. dental emergencies;
- n. malocclusion and space management; and
- o. evaluation of the outcomes of treatment, recall strategies, and prognosis

OUR GOAL CAN ONLY BE REACHED THROUGH A VEHICLE OF A PLAN,  
IN WHICH WE MUST FERVENTLY BELIEVE, AND UPON WHICH WE MUST  
VIGOROUSLY ACT. THERE IS NO OTHER ROUTE TO SUCCESS.

~ PABLO PICASSO

## Competency Examinations

Students who fail to complete any competency examination must meet with the course director to identify areas of deficiency, successfully complete any assigned remediation and retake the examination. All competencies must be met for a student to be eligible for graduation.

LSUSD Comp.	CODA Std.	Competency	Exam	Objective	Course
1	2-15	Comprehensive Examination of the Pediatric Patient	C	Successfully examine, perform a caries risk assessment and care plan, and perform a prophylaxis and fluoride treatment on a pediatric patient.	Pediatric Dentistry DENT 3108
		Oral Hygiene Instruction	C	Successfully assess a patient's periodontal condition, identify etiologic factors, formulate and effectively communicate home care plan to address the condition.	Periodontics DENT DENT 2106
		Caries Risk Assessment	C	Successfully examine a patient to determine disease risk factors and formulate strategy to promote the health of the patient.	Clinical Oral Diagnosis and Treatment Planning DENT 3112
2	2-14	Infectious Disease Control	W	Successfully pass written competency exam on applying biomedical science concepts regarding infectious disease control in the delivery of patient care.	Intro to Oral Diagnosis DENT 1123
		Dental Grand Rounds	W	Successfully pass the portion of Dental Grand Rounds presentation addressing the application of knowledge of biomedical sciences to the delivery of patient care.	Dental Grand Rounds DENT4112
3	2-16	Multicultural Communication	W	Successfully pass the written competency exam consisting of questions concerning how to communicate effectively in a diverse and multicultural work environment.	Prof Development 2 DENT 2111
			C	Successfully examine a patient to determine disease risk factors and formulate strategy to promote the health of the patient.	Clinical Oral Diagnosis and Treatment Planning DENT 3112
4	2-18	Legal, Regulatory, and Practice Management	W	Successfully pass a written competency exam on practice management, models of oral health care delivery, and functioning as the leader in oral health care team.	Prof Development 4 DENT 4103
5	2-17	Legal, Regulatory, and Practice Management	W	Successfully pass a written competency exam on legal and regulatory concepts included in the Louisiana Dental State Practice and other concepts such as HIPAA, OSHA, informed consent and dental malpractice.	Prof Development 4 DENT 4103
6	2-19	Case Communication	W	Successfully pass a written competency examination involving a medically complex patient with proper referrals.	Clinical Oral Dx and TP DENT 3112
		Applied Oral Medicine Case	W	Successfully pass a written competency examination involving a medically complex patient with proper referrals.	Applied Oral Medicine DENT 3116

LSUSD Comp.	CODA Std.	Competency	Exam	Objective	Course
7	2-20	Ethical and Professional Series	W	Successfully pass a series of exams constructed by the ADA concerning ethics, advertising, professionalism and standards of the profession.	Professional Development 3 DENT 3122
8	2-9	Advanced Treatment Planning	W	Successfully pass written competency exam on developing a treatment plan on a complex case.	Advanced Treatment Planning DENT4108
		Dental Grand Rounds	W	Successfully pass the portion of Dental Grand Rounds presentation addressing critical thinking.	Dental Grand Rounds DENT 4112
9	2-21	Literature Assessment	W	Successfully pass written competency exam on accessing, appraising and applying literature as it relates to evidence-based patient care.	APL DENT 2131
10	2-24	Assessment of Special Needs Patient (pediatric)	W	Successfully pass a written competency exam on assessing the needs of a special needs patient.	Pediatric Dentistry DENT 3102
		Assessment of Special Needs Patient (adult)	C	Successfully assess the medical history, identify chief complaint, examine, and formulate treatment options for a specials needs patient.	Rural Practice Rotation DENT 4107
11	2-22	Comprehensive Examination of the Pediatric Patient	C	Successfully examine, perform a caries risk assessment and care plan, and perform a prophylaxis and fluoride treatment on a pediatric patient.	Pediatric Dentistry DENT 3108
		Geriatric	W	Successfully pass a written competency exam on unique treatment needs of geriatric patients.	Internal Medicine DENT 2129
11/1 2	2-22 2-23e 2-23f	Treatment of a Primary Tooth on Pediatric Patient	C	Successfully prepare and restore or extract a primary tooth	Pediatric Dentistry Clinic DENT 4114
12	2-23a 2-23b	Oral Diagnosis and Treatment Planning	C	Successfully examine, diagnose, and formulate a treatment plan on an adult patient.	Clinical Oral Dx and Treatment Planning DENT 3112
		Dental Radiology	C	Successfully take a full mouth series of diagnostic quality radiographs on a dentulous patient.	Dental Radiology DENT 3113
12	2-23c	Advanced Treatment Planning	W	Successfully pass written competency exam on developing a treatment plan on a complex case.	Advanced Treatment Planning DENT4108
12	2-23d	Caries Risk Assessment	C	Successfully examine a patient to determine disease risk factors and formulate strategy to promote the health of the patient.	Clinical Oral Dx and Treatment Planning DENT 3112
12	2-23e	Extraction and Local Anesthetic	C	Successfully anesthetize a patient for an extraction.	Oral Surgery DENT 3120
		Nitrous Oxide		Successful administration of Nitrous Oxide to a patient for a clinical procedure.	Comprehensive Dentistry DENT 4101

<b>LSUSD Comp.</b>	<b>CODA Std.</b>	<b>Competency</b>	<b>Exam</b>	<b>Objective</b>	<b>Course</b>
12	2-23f	Class 1 Amalgam	C	Successfully diagnose, prepare, and restore a tooth with a Class 1 lesion with amalgam.	Operative Dentistry DENT 2105
12	2-23f	Class 1 Resin	C	Successfully diagnose, prepare, and restore a tooth with a Class 1 lesion with resin.	Operative Dentistry DENT 2105
12	2-23f	Class 2 Resin	C	Successfully diagnose, prepare, and restore a tooth with a Class 2 lesion with composite resin.	Operative Dentistry DENT 3105
12	2-23f	Class 2 Amalgam	C	Successfully diagnose, prepare, and restore a tooth with a Class 2 lesion with amalgam.	Operative Dentistry DENT 3105
12	2-23f	Class 3 Resin	C	Successfully diagnose, prepare and restore a tooth with a Class 3 lesion with composite resin.	Operative Dentistry DENT 3105
12	2-23f	Crown	C	Successfully diagnose, prepare, impress, temporize, and restore a tooth with a crown.	Prosthodontics DENT 3107
12	2-23g	Student Dental Laboratory Evaluation	W	Successfully complete the laboratory evaluation form for a removable prostheses	Comprehensive Dentistry DENT 4101
12	2-23h	Fixed Partial Denture	S	Successfully prepare, impress, temporize, and restore an edentulous space with a fixed partial denture, including proper communication with laboratory on a typodont.	Prosthodontics DENT 3107
12	2-23h 2-23i	Removable Prosthodontic Combination Case	C	Successfully diagnose, impress, and restore a partially edentulous patient with an upper complete denture and lower partial denture.	Comprehensive Dentistry DENT 4101
		Implant	S	Successfully identify and manipulate all implant parts on a typodont to successfully make an impression.	Prosthodontics DENT 3123
		Periodontal Examination and Diagnosis	C	Successfully perform on a patient a comprehensive periodontal exam, classify and diagnose the patient, and formulate a periodontal treatment plan with prognosis with all necessary documentation.	Periodontics DENT 3106
12	2-23i 2-23j	Scaling and Root Planing	C	Successfully diagnose, scale and root plane one quadrant on a patient with periodontal pocketing and soft and hard deposits.	Periodontics DENT 3106
		RCT on Multi-rooted Tooth	C	Successfully diagnose, treat, and temporize a multi-rooted tooth with root canal therapy.	Endodontics DENT 4113
12	2-23k	Mucosal and Osseous Disorders	W	Successfully pass written competency exam on identifying mucosal and osseous pathology.	Oral Pathology DENT 3125
12	2-23l	Extraction and Local Anesthetic	C	Successfully diagnose and extract a tooth, with proper tissue management.	Oral Surgery DENT 3120

<b>LSUSD Comp.</b>	<b>CODA Std.</b>	<b>Competency</b>	<b>Exam</b>	<b>Objective</b>	<b>Course</b>
12	2-23m	Dental Emergencies	C	Successfully assess, diagnose, propose treatment, and successfully perform that treatment on a patient with a dental emergency.	Comprehensive Dentistry DENT 4101
12	2-23n	Ortho	W	Successfully pass written exam on malocclusion and space management.	Orthodontics DENT 3101
12	2-23c 2-23o	Evaluation of Outcomes of Treatment	C	Successfully assess the outcomes of treatment with regard to disease control, surgical, endodontic, restorative, and removable prosthodontic treatment, and identify and recommend a plan for any problem identified.	Comprehensive Dentistry DENT 4101

## COMPETENCY-BASED DENTAL HYGIENE EDUCATION DOCUMENT

July, 2015

*The following competencies define the knowledge, skills, and values necessary for a dental hygiene student to graduate from LSU School of Dentistry and to begin the practice of dental hygiene.*

1. **Ethics:** recognize and manage ethical issues of dental hygiene practice in a rapidly changing environment.
2. **Information Management and Critical Thinking:** acquire and synthesize information critically, scientifically, and effectively.
3. **Professional Growth:** perform self-assessment, value lifelong learning, and promote the dental hygiene profession.
4. **Health promotion:** promote general & dental health in individuals and the community.
5. **Patient Assessment:** systematically collect, analyze and record data on the general, oral and psychosocial health status of a variety of patients using methods consistent with medico-legal principles.
6. **Treatment Planning:** develop, present, and discuss individual dental hygiene treatment plans that address the patient's condition, interest, and capabilities.
7. **Treatment Implementation:** provide treatment that includes preventive and therapeutic procedures to promote and maintain oral health and assist the patient in achieving oral health goals.
8. **Evaluation of Patient Care:** evaluate the effectiveness of implemented clinical, preventive and educational services and modify as necessary.
9. **Community Involvement:** provide service to the community in various settings.

## **LSUHSC CIPECP**

*LSUHSC Center for Interprofessional Education and Collaborative Practice*

The Center for Interprofessional Education and Collaborative Practice (CIPECP) was established in April 2015 to coordinate student education by utilizing a team-based, patient-centered approach which delivers the highest quality of care resulting in improved health outcomes. Interprofessional education offers students the opportunity to learn from, about and with each other to enable effective collaboration and communication. Students enrolled in the Health Sciences Center will have the opportunity to engage in interprofessional education throughout their academic programs. The larger scale interprofessional experience offered at the Health Sciences Center is “Team Up: Commit to compassion, communication and collaboration.” Team Up is a two year interprofessional education experience for all first and second year students enrolled in all six schools (Allied Health, Dentistry, Graduate Studies, Medicine, Nursing and Public Health), and is a required component in over 30 academic programs. Faculty have also integrated small group interprofessional experiences including two to four health professional programs into specific courses. For more information about interprofessional education at the LSU Health New Orleans, please visit

<http://www.lsuohsc.edu/administration/academic/cipecp/>

Success is not the key to happiness.

Happiness is the key to success.

If you love what you are doing, you will be successful.

*Albert Schweitzer*



# STUDENTS

## CONDUCT CODE AND DISCIPLINARY PROCEDURES

Approved by Administrative Council  
March 4, 2008

### I. INTRODUCTION

It is the duty and responsibility of all students to acquaint themselves with all provisions of the Student Conduct Code. Every student will be conclusively presumed to have knowledge of all rules and regulations contained in the Code from the date of his or her initial registration at the Louisiana State University School of Dentistry. The Code may be amended at any time by the authority of the Administrative Council. Amendments are effective upon approval of the Administrative Council. Students will receive copies of the Student Conduct Code. A full and complete text of the Code and any other LSU School of Dentistry rules and regulations of personal conduct currently in effect, including all amendments, shall be on file in the Office of Student Affairs and on reserve at the library.

All School of Dentistry students are expected to obey federal, state, and local laws and comply with directives issued by administrative officials at the LSU School of Dentistry or the Medical Center in the course of their authorized duties. Any student who engages in conduct that violates LSU School of Dentistry or Medical Center rules or federal, state, or local laws is subject to discipline whether the conduct takes place on or off campus and whether or not civil or criminal penalties are imposed for such conduct.

### II. DEFINITIONS

1. "Dean" refers to the Dean of the LSU School of Dentistry or his designee.
2. "Days" refers to official LSU School of Dentistry school days.
3. "Council" refers to the Pre-hearing Review Council which shall consist of the Chairperson of the Student Affairs Committee and two (2) Student Affairs Committee members recommended by the Chairperson of the Student Affairs Committee and appointed by the Dean.
4. "Committee" refers to the Student Affairs Committee which shall consist of five (5) voting student members elected by the student body (the student members shall be vice-presidents for the following classes: Dental II, Dental III, Dental IV, Dental Hygiene II, and Dental Laboratory Technology II), six (6) voting faculty members appointed by the Dean, and one (1) additional faculty member appointed by the Dean who shall serve as the Committee Chairperson.
5. "Chairperson" refers to the Chairperson of the Student Affairs Committee.
6. "Panel" refers to the Ad Hoc Panel which shall consist of three (3) tenured faculty members with five (5) or more years of service at the LSU School of Dentistry.
7. Any reference herein to the masculine also encompasses the feminine, and to the singular also encompasses the plural.

### III. CONDUCT - RULES AND REGULATIONS

#### A. MISCONDUCT

Any student found to have committed the following conduct, whether on or off campus or any other actions that may, in the judgment of the Committee, imperil the integrity and values of the School of Dentistry community or the well being of its members and guests is subject to the disciplinary sanctions outlined in this document:

1. Engaging in scholastic dishonesty. Examples of scholastic dishonesty include, but are not limited to: cheating, plagiarism, collusion, submitting for evaluation work which does not represent the student's own effort; using or attempting to use any unauthorized materials, information, or study aids in an examination or academic exercise; giving or receiving unauthorized assistance in any academic exercise or examination; performing lab work or completing any project which is submitted for evaluation as another student's effort; or attempting to commit such acts.
2. Intentionally impeding or damaging the academic work or projects of others.

3. Committing fraud against the School of Dentistry, forgery, misuse or alteration of any School of Dentistry document or record, misuse of restricted information, or knowingly furnishing false information to the School of Dentistry, including, but not limited to, testimony before the Committee.
4. Providing patient care outside of regularly scheduled clinics or without faculty supervision.
5. Unauthorized taking or possessing the property or services of another or failing to recognize and demonstrate respect for the rightful ownership of equipment, instruments, books, supplies, and personal belongings.
6. Physically, verbally, or sexually abusing, threatening, intimidating, harassing, coercing any person and/or committing any other conduct which threatens or endangers the health or safety of any person.
7. Using threats concerning the terms or conditions of an individual's education, employment, or participation in the School of Dentistry as a way to gain sex and/or sexual favors.
8. Unlawfully possessing, using, manufacturing, selling, or distributing alcohol or other drugs.
9. Damaging or destroying property belonging to another.
10. Violating federal, state, municipal laws or ordinances.
11. Engaging in activity, on or off campus, which is contrary to the best interest of the School of Dentistry students, faculty, staff, patients, or other guests; engaging in behavior below standards of conduct appropriate for the academic institution; or engaging in behavior which could be classified as inappropriate conduct, including, but not limited to, substance abuse, disregard for public or personal property, or other improper behavior.
12. Indulging in inappropriate personal habits including, but not limited to, the use of any tobacco product in any lab, lecture, clinic or any other area of the Campus where its use is prohibited, and /or failing to strictly adhere to the following dress code requirements:

**B. VIOLATION OF LAW AND THE SCHOOL OF DENTISTRY**

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any violation of this Code, the Committee will be automatically convened and disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the School of Dentistry and/or the LSU Medical Center. Interim steps, such as counseling or suspension may be recommended, pending the results of the court case.

**IV. CHARGES AND HEARINGS**

**A. INITIATION OF CHARGES**

1. Any faculty member, student, staff member, or guest of the Medical Center may bring Charges against a student for alleged misconduct.
2. The Charges must be in writing and submitted to the Chairperson of the Committee within thirty (30) school days of the date of discovery of the alleged misconduct. The Charges shall consist of:
  - a. A detailed description of the alleged misconduct; and
  - b. Physical evidence of the alleged misconduct or a signed statement by at least one witness to the alleged misconduct.
3. The Chairman of the Committee, who is appointed by the Dean, shall gather all documents related to the alleged misconduct.

**B. PRE-HEARING REVIEW**

The Chairperson of the Committee shall convene the Pre-Hearing Review Council to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the majority of the Pre-Hearing Review Council. The Chairperson of the Committee may discuss the facts of the case with the Dean and appropriate administrators and department heads at any point during these proceedings. If the matter cannot be disposed of by mutual consent and a majority of the Pre-Hearing Review Council concludes that the charge is properly filed and a hearing is required, the Chairperson shall arrange a

meeting with the charged student. At this meeting, the Chairperson shall present the charged student with a copy of the Charges and shall advise the student of the following due process rights:

1. The right to refuse to answer any or all questions.
2. The right to have up to five non-participating observers in the hearing.
3. The right to be accompanied at the hearing by a representative to advise, assist, and provide legal counsel, provided, however, that such counsel may not directly address the Committee or question or cross-examine any witnesses.
4. The right to be present during all phases of the hearing except executive sessions of the Committee.
5. The right to present documentary evidence.
6. The right to have a reasonable number of witnesses to testify on his/her behalf.
7. The right to personally cross-examine any adverse witnesses.

If the student does not dispute the facts on which the charges are based and waives the hearing procedures in writing, the student shall have an opportunity to submit a written statement to the Student Affairs Committee. The Committee shall assess appropriate penalty(ies) as outlined in this document. The Chairperson of the Committee shall notify the accused student in writing of the sanction(s) imposed. Notification shall be sent by certified mail to the address appearing in the records of the registrar or hand delivered to the student. The student may appeal the issue of penalty only, and any such appeal shall be directed to the Dean of the School of Dentistry. The student's appeal to the Dean shall be in writing and must be taken within five (5) school days after notification of the penalty imposed. The Dean shall render a decision within thirty (30) school days from receipt of the student's appeal.

If the student disputes the facts on which the charges are based, the student shall have an opportunity to prepare and present a defense to the charges at a hearing before the Student Affairs Committee. The Committee may conduct a hearing with a quorum of the membership present. The Committee shall have the following responsibilities:

1. Consider all alleged violations of the Student Conduct Code;
2. Consider all charges brought against students;
3. Give a student accused of any infraction of the Student Conduct Code a due process hearing; and
4. Determine, on the basis of evidence presented at the hearing, whether the student has violated each section of the Student Conduct Code that the student is so charged with violating. If the Committee determines that the student has violated the Student Conduct Code, it shall impose the appropriate penalty(ies) outlined in this document.

The Chairperson of the Committee shall call Committee meetings, distribute materials bearing on cases, conduct hearings in accordance with due process, maintain decorum during hearings, vote as a member of the Committee in the event of a tie, and forward the Committee's findings to the Dean. No member of the Committee may advise the charged student of the decision of the Committee, how members voted, or what a member said during executive session, or in any way violate the confidentiality of the Committee's actions and deliberations.

### C. HEARING PROCEDURES

The Chairperson shall establish the hearing date. The student and charging party shall be given at least five (5) school days notice of the date, time, and place of the hearing, although a hearing may be held earlier or later if agreeable to both the charged student and the Chairperson. The notice may be sent by certified mail to the address appearing in the records of the registrar or may be hand delivered to the student. The student's refusal to accept delivery of the notice of hearing or to maintain a current address with the registrar shall not be considered good cause for failing to respond to a summons. Each party shall provide the Committee Chairman and the other party a witness list, a brief summary of the testimony expected to be given by each witness, and a copy of all documents to be introduced at the hearing at least three (3) school days prior to the hearing.

The hearing shall be conducted as follows:

The Chairperson of the Committee shall conduct the hearing. The hearing shall not be open to the public, provided, however, that the charged student is allowed to have up to five (5) non-participating observers in the hearing. Each party shall have the right to appear, to present a reasonable number of witnesses (subject to the right of cross-examination by the Committee), to present documentary evidence, to cross-examine witnesses, and to be accompanied by an advisor. However, the parties may be excluded when the Committee meets in executive

session. If the accused student's advisor is an attorney, the charging party may also be accompanied by an attorney. The attorneys for the parties may confer and advise their clients upon adjournment of the proceedings at reasonable intervals to be determined by the Chairperson, but may not question witnesses, introduce evidence, make objections, or present argument during the hearing. Rules of evidence and procedure are not applied strictly, but the Chairperson of the Committee shall exclude irrelevant or unduly repetitious testimony. The Chairperson shall rule on all evidentiary and procedural matters and may be accompanied and assisted by University counsel.

The hearing shall be recorded. At the request of the Dean or Committee Chairperson, the recording of the hearing shall be transcribed in which case the parties, upon written request, shall receive a copy of the transcript.

Following the hearing, the Committee shall meet in executive session. During its executive session, the Committee shall determine whether the charged student violated the Student Conduct Code. If the student is charged with violating more than one section of the Student Conduct Code, each violation shall be considered separately and whether the student has violated each section shall be determined by majority vote of the Committee based on the evidence presented at the hearing. If the Committee determines that the charged student has violated one or more sections of the Student Conduct Code, the Committee shall determine an appropriate penalty as outlined in this document. Previous charges of violation of the Code, or unprofessional conduct may be considered during the penalty phase. The Committee shall render a decision within ten (10) school days of the conclusion of the hearing. The decision shall be in writing and shall contain findings of facts, conclusions as to whether a violation(s) of the Student Conduct Code has occurred, and the disciplinary action imposed, if any. The decision shall be sent by certified mail to the address appearing in the records of the registrar or hand delivered to the charged student and copied to the charging party and Dean.

## V. APPEALS

If the Committee finds that the student has violated the Student Conduct Code, and the student is dissatisfied with the decision reached by the Committee, the student may appeal to the Dean. The student shall deliver Notice of Appeal to the Dean within five (5) school days after receipt of the Committee's decision. The Notice of Appeal shall include a copy of the Charges, a copy of the Committee's decision, and a statement of the grounds on which the appeal is based. Except as required to explain the basis of new evidence as set forth below, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents. The Dean may grant or deny the appeal in whole or in part. If the Dean grants the appeal, an Ad Hoc Panel may be established to consider the appeal. The Panel shall consist of three (3) tenured faculty members with five (5) or more years of service at the LSU School of Dentistry. A faculty member who was present for any phase of the hearing, has a law degree, or has attended law school may not serve on the Panel. The Ad Hoc Panel shall be selected in the following manner:

The Dean shall select a member of the Ad Hoc Panel and shall notify the charged student of his nominee. The charged student shall then have three (3) days after notification by the Dean of the Dean's choice of panel member to notify the Dean of his nominee to the Panel. The two panel members selected by the Dean and the charged party shall be notified by the Dean to select the third Panel member within three (3) days of such notice; thereby the Panel is formed. Once the Ad Hoc Panel is formed, the Dean shall forward to the Panel a copy of all evidence, including the documents and the transcripts or tapes of the hearing for review for one or more of the following purposes:

1. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, in conformity with prescribed procedures giving the charging party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the charged student a reasonable opportunity to prepare and present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the charged student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
4. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, if such evidence and/or facts were not known to the person appealing at the time of the original hearing.

After reviewing all of the evidence, the Panel shall render a written report to the Dean. The report shall include the Panel's finding as to whether or not the student's due process rights have been protected, whether the facts in the case were sufficient to establish that a violation of the Student Conduct Code occurred and the appropriateness of the

sanctions. The Dean shall review the Panel's report and shall accept, reject, or modify the Panel's findings. The Dean shall render a decision within thirty (30) days of receipt of the Panel's report. The decision shall be in writing and shall be mailed or hand delivered to the parties. The Dean's decision represents the highest level of appeal in the School of Dentistry.

## VI. PENALTIES

The penalties outlined in this document are intended as guidelines for the Committee to follow. At the Committee's discretion, penalties may be modified by the Committee, up to and including, the expulsion of a student for a first offense.

1. Violation: Engaging in scholastic dishonesty. Examples of scholastic dishonesty include, but are not limited to: cheating, plagiarism, collusion, submitting for evaluation work which does not represent the student's own effort; using or attempting to use any unauthorized materials, information, or study aids in an examination or academic exercise; giving or receiving unauthorized assistance in any academic exercise or examination; performing lab work or completing any project which is submitted for evaluation as another student's effort; or attempting to commit such acts.

Penalty:

- a. First offense:

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

- i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
- ii. Student must repeat work in question to the satisfaction of the course director; and
- iii. Student's final grade in the course where violation occurred is lowered by one letter grade; and
- iv. During the period of suspension, the student must perform community or university service as outlined by Committee; and
- v. Student must participate in appropriate Campus Assistance Program.

- b. Second offense:

- i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.

2. Violation: Intentionally impeding or damaging the academic work or projects of others.

Penalty:

- a. First Offense:

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

- i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
- ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
- iii. Student must participate in appropriate Campus Assistance Program.

- b. Second offense:

- i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.

3. Violation: Committing fraud against the School of Dentistry, forgery, misuse or alteration of any School of Dentistry document or records, misuse of restricted information, or knowingly furnishing false information to the School of Dentistry including, but not limited to, testimony before the Committee.

Penalty:

- a. First offense: At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

- i. Student is suspended from the School of Dentistry, for a period and a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program.
  - b. Second offense:
    - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
4. Violation: Providing patient care outside of regularly scheduled clinics or without faculty supervision.

Penalty:

- a. First offense: At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:
    - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program.
  - b. Second offense:
    - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
5. Violation: Unauthorized taking or possessing the property or services of another or failing to demonstrate respect for the rightful ownership of equipment, instruments, books, supplies, and personal belongings.

Penalty:

- a. First offense: At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:
    - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program; and
    - iv. Restitution is required when applicable. The amount and payment is determined by the Committee.
  - b. Second offense:
    - a. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
6. Violation: Physically, sexually, or verbally abusing, threatening, intimidating, harassing, coercing any person, and/or committing any other conduct which threatens or endangers the health or safety of any person.

Penalty:

- a. First offense:
 

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

  - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
  - iii. Student must participate in appropriate Campus Assistance Program.

- b. Second offense:
  - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
- 7. Violation: Using threats concerning the terms or conditions of an individual's education, employment, or participation in the School of Dentistry as a way to gain sex and/or sexual favors.

Penalty:

- a. First offense:

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

  - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
  - iii. Student must participate in appropriate Campus Assistance Program.
- b. Second offense:
  - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
- 8. Violation: Unlawfully possessing, using, manufacturing, selling, or distributing alcohol or other drugs.

Penalty:

- a. First offense:

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

  - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
  - iii. Student must participate in appropriate Campus Assistance Program.
- b. Second offense:
  - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
- 9. Violation: Damaging or destroying property belonging to another.

Penalty:

- a. First offense:

At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:

  - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
  - iii. Student must participate in appropriate Campus Assistance Program.
  - iv. Restitution, if required, when applicable. The amount and payment is determined by the Committee.
- b. Second offense:
  - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
- 10. Violation: Violating federal, state, or municipal laws or ordinances.

Penalty:

- a. First offense:  
At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:
    - i. Student is suspended from the School of Dentistry, for one to three weeks, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program.
    - iv. Restitution, if required, when applicable. The amount and payment is determined by the Committee.
  - b. Second offense:
    - i. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
11. Violation: Engaging in activity on or off campus, which is contrary to the best interest of the School of Dentistry, its students, faculty, staff, patients, or other guests; engaging in behavior below standards of conduct appropriate for the academic institution; or engaging in behavior which could be classified as inappropriate conduct, including, but not limited to substance abuse, disregard for public or personal property, or other improper behavior.

Penalty:

- a. First offense:  
At the discretion of the Committee, one or more of the following penalties may be imposed, as deemed appropriate:
    - i. Student is suspended from the School of Dentistry, for a period and a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
    - ii. During the period of suspension, student must perform community or university service as outlined by Committee; and
    - iii. Student must participate in appropriate Campus Assistance Program.
    - iv. Restitution, if required, when applicable. The amount and payment is determined by the Committee.
  - b. Second offense:
    - a. Student is expelled from the School of Dentistry; this implies a permanent separation from the School of Dentistry.
12. Violation: Indulging in inappropriate personal habits, but not limited to, the use of any tobacco product in any lab, lecture, clinic or any other area of the School where its use is prohibited, and/ or failing to strictly adhere to the dress code requirements:

Penalty:

- a. First offense:  
At the discretion of the Committee, one or both of the following penalties may be imposed, as deemed appropriate:
  - i. Student is suspended from the School of Dentistry for up to one week, at a time to be determined by Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by Committee.
- b. Second offense:
  - i. Student is suspended from the School of Dentistry, for up to two weeks, at a time to be determined by the Committee. Whether or not missed work can be made up with credit is at the discretion of the Committee; and
  - ii. During the period of suspension, student must perform community or university service as outlined by the Committee; and
  - iii. Student must participate in appropriate Campus Assistance Program.



The penalty for a student found to have committed a second "first offense," regardless of whether it arises out of the same incident, is imposed at the discretion of the Committee. The penalty may include community service, university service, suspension, or expulsion. A written disciplinary record shall be kept for each student assessed a penalty. The disciplinary record shall reflect the nature of the charge, the disposition of the charge, the penalty assessed, and any other pertinent information. Records of penalties imposed shall be maintained in the Office of Student Affairs and Records and shall be removed upon the student's graduation from the Dental School. However, the penalty of expulsion shall be recorded on the student's permanent academic transcript and shall never be removed. Records of the proceedings shall be maintained in the Office of Student Affairs and Records and shall be subject to review should any subsequent infraction of regulations occur. All Department Heads, Deans, and the Coordinator of Student Affairs shall be notified by the Chairman of the Student Affairs Committee of any violation of the Student Conduct Code and resultant penalty imposed against a student.

## **INTERIM SUSPENSION**

In certain circumstances, the Dean, Associate Dean for Academic Affairs, or the Associate Dean of Clinical Affairs may impose a School of Dentistry suspension prior to the hearing before the Committee, however, the Chairperson of the Committee shall be notified of such action. Interim suspension may be imposed: a) to ensure the safety and well-being of members or guests of the School of Dentistry community or preservation of the School of Dentistry property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the School of Dentistry. During the interim suspensions, the student shall be denied access to the School of Dentistry and/or all School of Dentistry activities or privileges for which the student might otherwise be eligible, as the Dean may determine to be appropriate.

## **DRESS CODE**

**Approved by Faculty Assembly**

**Effective July 1, 2014**

### **INTRODUCTION**

All students must project a high professional image in their dress and appearance. All articles of clothing must be neat, clean, and properly laundered. They must not appear worn, tattered, or wrinkled. Personal cleanliness and grooming must be in keeping with a professional image. All students must conform to the dress code, which has been approved for them whether they are in class, laboratory, or clinic while on campus during regular school and patient care hours or while attending other LSUHSC clinics. **Any student in violation of the dress code will be subject to referral to the Student Affairs Committee for disciplinary action as specified in the Student Conduct Code.**

### **Dental Students**

#### **A. Male and Female Students** (see introduction above)

Students must wear: 1) the appropriate color scrub shirt 2) tan or black dress pants or matching color scrub pants, 3) shoes and 4) socks. Shoes must be clean, neat and of the following types: 1) dress shoes or boots, 2) athletic-type shoes or 3) medical-type clog shoes if no perforations are present on the top of the shoe. All shoes must cover the upper part of the foot. If boots are worn, boot shaft must be worn under pant legs. All sandals or other types of open-toe/open-heel shoes are prohibited. Socks must be of appropriate length to cover exposed skin when the student is seated. Plain white T-shirts may be worn under the scrub shirts. If optional white t-shirt is worn under the scrub top, it cannot hang below the level of the bottom of the scrub shirt. Short, white blazer jackets or lab coats that are clean and pressed may be worn over scrub shirts when in lab or class. Names are to be embroidered on all scrub shirts and lab coats. No jeans, shorts, capri pants, skirts or hats are permitted.

#### **B. Male and Female Dental Student in Clinic**

When students enter the clinical area to treat patients or to assist, a stricter set of guidelines applies, in addition to those above. Disposable gowns must be donned over the scrub shirt. Eye protection with side shields, gloves, facemasks and other barriers required by CDC infection control guidelines must also be worn and long hair must be pulled back and secured. All protective barriers must be removed before leaving the clinic area. Jewelry should be minimal, nondistracting, unobtrusive and must not cause a violation of CDC guidelines. Jewelry and facial piercing such as the nose, eyebrow, lip, tongue, etc. shall not be worn in clinic. Personal fragrances should be avoided in the clinic.

### **Dental Hygiene Students**

#### **A. Male Students** (see introduction above)

Students must wear the appropriate color scrub shirt and scrub pants, neatly pressed and clean. Shoes may be dress shoes, or clean, neat, leather tennis or athletic-type shoes. Clog shoes are acceptable if no perforations are present on the top of the shoe. All sandals or other types of open-toe shoes are prohibited. Shoes must be worn with socks. Plain white T-shirts may be worn under the scrub shirts. Clean, pressed, lab coats may be worn over scrub shirts when in lab or class. Names are to be embroidered on all scrub shirts and lab coats. No hats are permitted.

**B. Female Students** (see introduction above)

Students must wear the appropriate color scrub shirt and scrub pants (or scrub skirt), neatly pressed and clean. Shoes must be clean, neat leather tennis, athletic or nurse's shoes. Clog shoes are acceptable if no perforations are present on the top of the shoe. Shoes must be worn with socks or stockings. Plain white T-shirts may be worn under the scrub shirts. Clean, pressed, lab coats may be worn over scrub shirts when in lab or class. Names are to be embroidered on all scrub shirts and lab coats. No hats are permitted.

**C. Male and Female Dental Hygiene Students in Clinic**

When students enter the clinical area to treat patients or to assist, a stricter set of guidelines applies, in addition to those above. Disposable gowns must be donned over the scrub shirt. Eye protection with side shields, gloves, facemasks and other barriers required by CDC infection control guidelines must also be worn and long hair must be pulled back and secured. All protective barriers must be removed before leaving the clinic area. Jewelry should be minimal, non-distracting, unobtrusive and must not cause a violation of CDC guidelines. Jewelry and facial piercing such as the nose, eyebrow, lip, tongue, etc. shall not be worn in clinic. Personal fragrances should be avoided in the clinic.

**Dental Laboratory Technology Students**

**A. Male Students** (see introduction above)

Students must wear the appropriate color knit, collared "golf" shirt and khaki pants (no jeans or shorts), neatly pressed and clean. Shoes must be worn with socks. Shoes may be dress shoes, or clean, neat athletic-type shoes. Clog shoes are acceptable if no perforations are present on the top of the shoe. All sandals or other types of open-toe shoes are prohibited. Clean, pressed lab coats of the appropriate color may be worn over knit shirts. Name are to be embroidered on all lab coats. No hats are permitted.

**B. Female Students** (see introduction above)

Students must wear the appropriate color knit, collared "golf" shirt, and khaki pants (no jeans, shorts or capri pants), neatly pressed and clean. Shoes must be worn with socks or stockings. Shoes may be flat dress shoes but must cover the upper part of the foot, or clean, neat, athletic-type shoes. Clog shoes are acceptable if no perforations are present on the top of the shoe. All sandals or other types of open-toe shoes are prohibited. Clean, pressed lab coats of the appropriate color may be worn over knit shirts. Names are to be embroidered on all lab coats. No hats are permitted.

**C. Dental Laboratory Technology Students in Clinic**

When dental laboratory technology students enter the clinical area, a stricter set of guidelines applies, in addition to those above. If there is any potential contact with bodily fluids, disposable gowns must be donned. Eye protection with side shields, gloves, facemasks and other barriers required by CDC infection control guidelines must also be worn and long hair should be pulled back and secured. All protective barriers must be removed before leaving the clinic area. Jewelry should be minimal, non-distracting, unobtrusive and must not cause a violation of CDC guidelines. Jewelry and facial piercing such as the nose, eyebrow, lip, tongue, etc. shall not be worn in clinic. Personal fragrances should be avoided in the clinic.

## SGA CONSTITUTION AND BY-LAWS

### ARTICLE I:

#### PURPOSE AND NAME

In recognition of the need for an instrument to provide a forum for student debates, and opinion, and to provide an orderly method of dialogue between faculty and student body, the students of the Louisiana State University School of Dentistry, hereinafter referred to as the "LSUSD", the Student Government Association, hereinafter referred to as the "SGA", was created. Being separate entities with the common interests and goals of serving the same students, said SGA and local Chapter of the American Student Dental Association, hereinafter referred to as "ASDA," have a bipartisan relationship and association with one another. ASDA upholds and supports the objectives of the American Student Dental Association. As such, the SGA reserves the right to resolve any conflicts arising from this relationship. The SGA will abide by the ASDA constitution concerning matters related to ASDA.

### ARTICLE II:

#### MEMBERSHIP RIGHTS AND RESPONSIBILITIES

Any student (dental students, dental hygiene students, dental laboratory technology students) of the LSUSD is a member of the SGA. Every dental student of LSUSD is a member of ASDA. Each member is privileged to contribute whatever he feels necessary for the benefit of the school and/or University, and is expected to do so in a manner in which is in accordance with his professional status and the guidelines set forth in this Constitution. Each member is expected to abide by the decision of the executive council majority. Inasmuch as ASDA differentiates between dental and paradental students, the guidelines set forth by the ASDA Constitution will be followed when matters concerning ASDA require consideration by the SGA, specifically in reference to the voting rights of each student category.

### ARTICLE III:

#### THE EXECUTIVE COUNCIL, OFFICERS, AND DUTIES OF EACH

##### SECTION I:

##### Purpose of the Executive Council

- A. To facilitate communication between Faculty and Students.
- B. To facilitate communication between each class.
- C. To organize social and community events and consider any business of the SGA.
- D. To establish dues in order to maintain functions of the members.

##### SECTION I-A:

##### Members of the Executive Council

Consists of The elected officers of the SGA (President, Vice-President, Secretary-Treasurer), Dental, Dental Hygiene, and Dental Laboratory Technology Class Presidents, ASDA/SGA Class Representatives, and Dental School Yearbook Editor.

##### SECTION 1-B:

##### Voting

Each member of the Executive Council shall have one (1) vote, except the President, who shall vote only to break a tie.

##### SECTION 1-C:

#### OFFICERS AND DUTIES OF EACH

##### A. Officers of the SGA

Elected officers of the SGA are President, Vice-President, and Secretary-Treasurer. The Senior Class Dental Yearbook Representative will be appointed the Dental School Yearbook Editor. One member only shall hold each office. A class officer may not hold the above-mentioned offices simultaneously.

##### The President of SGA shall:

- a. preside at all general and executive council meetings.
- b. be an ex-officio member of all committees.

- c. present any opinion discussed by the SGA to Faculty.
- d. appoint any SGA officer or any national student representative upon approval of the executive council should he fail to complete his term.
- e. be a non-voting student representative on the LSUSD Alumni Association Board of Directors.  
(Refer to Appendix I: By-Laws-VI.-C)

The Vice-President of SGA shall:

- a. assume the President's duties in case of the latter's absence.
- b. be an ex-officio member of all committees.
- c. in the absence of the Secretary-Treasurer, or by request of the President, assume some duties of the Secretary-Treasurer.
- d. report to the Council the activities, accomplishments, and suggestions of the standing committees.

The Secretary-Treasurer of SGA shall:

- a. handle all correspondence of the SGA and/or make provisions to expedite such correspondence efficiently.
- b. take the minutes of the Executive and General meetings, and make the necessary arrangements to have the minutes posted in conspicuous places of student activity except the clinics no later than two weeks following such meetings and filed in the SGA's file.
- c. act as custodian for the SGA's funds with Presidential approval for any expenditures.
- d. to oversee and delegate the necessary authority and funds required to maintain the SGA's office.
- e. contact the appropriate Administrative personnel within the LSUSD to provide for the needs of the SGA's office space, maintenance and furnishings.

The Dental School Yearbook Editor shall:

- a. compile class pictures and other memorabilia contributed by each yearbook class representative.
- b. submit dental school pictures according to the LSUSHC Yearbook Editor for that year.
- c. be appointed after senior class elections.

\*All of the above SGA representatives, with the exception of the Yearbook Editor, shall meet with the ASDA and ADEA Delegates and Representatives a minimum of three times each year for the purpose of communication between the groups. The meetings shall take place in August, January and April. The same group shall also meet with the dean of the dental school at least twice each year.

**B. Class Officers**

Each class will annually elect a Class President, Vice-President, Secretary-Treasurer, one ASDA/SGA Class Representative and a Dental School Yearbook Representative. Standards for the elections of these officers are stipulated in the by-laws of this Constitution.

The Class President\* shall:

- a. preside at all class meetings.
- b. attend all meeting of the Executive Council or appoint the Vice-President to do so in case of necessary absences.
- c. report to the class on business of the Executive Council.
- d. along with the Class Representative, present the views of the class to the Executive Council.
- e. represent his/her class in relations with the Faculty.
- f. be a non-voting student representatives on the LSUSD Alumni Association Board of Directors. (Refer to Appendix I: By-Laws-VI.-C) \* Dental 4, Dental Hygiene 2 and Dental Lab Tech 2 class presidents only

The Class Vice-President shall:

- a. assume the President's duties in case of absence.
- b. shall oversee and delegate operation of the note service as each class sees fit.

The Class Secretary-Treasurer shall:

- a. take minutes of all class meetings.
- b. act as custodian of class funds with Presidential approval for any expenditures.
- c. handle all class correspondence.

The Class Representative to ASDA and the SGA shall:

- a. represent his class at all ASDA and/or Executive Council meetings.

- b. report to his/her class on the business of ASDA and/or the Executive Council.

The Class Dental Yearbook Representative shall:

- a. take class pictures and other memorabilia to be contributed to the LSUHSC Yearbook.
- b. submit class pictures and other memorabilia to the Dental School Yearbook Editor.

ARTICLE IV:

AMENDMENTS

Amendments to this constitution may be made in the following manner.

1. Any person calling for an Amendment will present his/her motion to the Executive Council and it shall be handled by parliamentary procedures.
2. On the first school day after fourteen (14) days, the referendum shall be put to vote before student membership.
3. The Amendment shall be incorporated into the constitution if the questions yield two-thirds of student membership vote on said referendum.

BY-LAWS

By-laws may be added to this Constitution in the following manner:

1. A simple majority of the Executive Council shall serve to incorporate any by-law into this constitution.
2. By-laws shall be revoked by a simple majority vote of the membership of the SGA.

RATIFICATION

Ratification of this Constitution requires a two-thirds approval of all student members. There shall be no limit to the number of times this Constitution shall be subjected to ratification. Once ratified this Constitution can be revoked by a two-thirds vote of all student members.

ARTICLE V:

REMOVAL FROM OFFICE

Violation of the articles, by-laws, or amendments of this Constitution shall be grounds for the removal from office any officers of the SGA. The decision for such an action shall be the sole prerogative of a two-thirds majority of the Executive Council.

APPENDIX I

BY-LAWS

- I. All meetings shall be conducted according to Robert's Rules of Order.
- II. One Faculty member shall be approached by the Executive Council to serve as an advisor to the SGA. His appointment is subject to approval by the Dean. His tenure is left to the discretion of the Executive Council. His presence is requested at all meetings.
- III. Election of officers shall follow these standards:
  - A. SGA and ASDA Officers
    1. The Offices of Association: President, Vice-President, Secretary-Treasurer, as well as the ASDA First Delegate (only Second Year students are eligible for nomination), ASDA Second Delegate (only First Year students are eligible for nomination), and a Dental School Yearbook Editor are to be filled annually, on a date selected by the Executive Council not prior to March 15 and no later than May 1. ASDA Alternate Delegate (only incoming First Year students are eligible for nomination) will be elected no later than one week prior to First Year Class Officer elections in a separate election held by the ASDA Leadership Committee no later than the October 1<sup>st</sup>.
    2. ASDA elections may be on the same ballot as SGA but only votes from Dental Students are registered.
    3. Communication of this date must be conspicuously posted in areas of student activity except the clinics. It is the responsibility of the Executive Council to verbally announce the election dates and to post the dates of elections ten (10) school days prior to those dates.

4. Primaries and run-offs shall be held on two consecutive school days. Run-offs will be held in races where one candidate does not receive greater than fifty percent (50%) of the votes. The two candidates receiving the most votes will enter a run-off.
5. Candidates must present their names for office within five (5) school days of the posted dates.
6. Candidates may only run for one office. A candidate may only hold one office whether it is SGA, ASDA, ADEA, or Class office.
7. The Officers-Elect will assume their respective offices within seven (7) days after being elected
8. Unopposed candidates shall have their names presented on the ballot as such and be acclimated to the position.

**B. Class Elections**

1. Within ten (10) school days after the elections for the SGA, officers will be determined for each class and will hold elections for President, Vice-President, Secretary-Treasurer, ASDA/SGA Representative, and Dental School Yearbook Representative.
2. Election dates shall be posted at least three (3) school days prior to the election.
3. Elections shall proceed only when two-thirds or more of the class are present.
4. A simple majority shall elect class officers.

**C. Incoming Freshman Elections**

1. Within ten (10) school days, a temporary class spokesperson shall be elected until new permanent representatives and officers are elected.
2. The freshman classes shall elect officers and representatives by October 1. The newly elected officers will assume their duties immediately and perform them until elections are held for the second year.
3. ASDA may hold elections for the Alternate Delegate and the Freshman Class ASDA/SGA Representative prior to class officer elections.

**IV. Committees:**

**A. Standing committees are defined as those committees organized to serve a permanent function. They are:**

1. The Academic Evaluation Committee-organized to evaluate the academic achievement of both students and faculty during the course of the year and at the end of the year. The particular objective of this committee is to attempt to insure cohesiveness between students and faculty essential for academic achievement. The chairman of this committee is to be elected from and by the Executive Council. The Committee Chairman will serve the President in an advisory capacity. It is the responsibility of the President to see that all committees meet on a reasonable regular basis and that they are serving the functions for which they were organized. Its standing members of the Academic Evaluation Committee are:
  - a. Representative to the Curriculum Committee for each class
  - b. Class President

The responsibilities of the committee are:

- a. to consolidate student opinion in written form about specific courses and to pass this information on to the
    1. Department heads
    2. Associate Dean for Academic Affairs
    3. Office of Instructional Services
    4. Executive Council
  - b. to discuss problems inherent in certain courses and to attempt to provide reasonable constructive alternatives to the problems in the form of written recommendations to the department heads.
  - c. to discuss and offer reasonable and constructive criticism on the methods of grading in the form of recommendations to the department heads.
2. Ad Hoc Committees are defined as those committees formed for temporary functions. They may be formed at the discretion of the Executive Council.

**V. Document Placement**

This Constitution will be permanently placed in the Office of Student Affairs and the Dental School Library for review. A copy of this Constitution will be in the LSUSD Student Handbook of Policies and Procedures.

VI. SGA Associates

A. The American Student Dental Association (ASDA)

1. Mission Statement:

The American Student Dental Association is a national student-run organization, which protects and advances the rights, interests, and welfare of students pursuing careers in dentistry. It represents students with a unified voice and provides information, education, advocacy, and services. The association introduces lifelong involvement in organized dentistry, and promotes change for the betterment of the profession.

2. ASDA Leadership Positions:

The ASDA Leadership Committee consists of ASDA First, Second, Alternate Delegates, and the Legislative Liaison.

The ASDA First Delegate shall:

1. represent the local ASDA chapter at ASDA meetings and the ASDA House of Delegates.
2. be elected for a two (2) year term, serving the first year as First Delegate and the following year (senior year) as the Local/State Dental Society Legislative Liaison
3. be a second year (rising third year) dental student.
4. occupy one of two ASDA seats on the Floor of the LDA House of Delegates Annual Session.
5. report to the student body no later than thirty (30) days after the ASDA meeting all pertinent information concerning the student body.
6. be a non-voting student representative on the LSUSD Alumni Association Board of Directors

The ASDA Second Delegate shall:

1. represent the local ASDA chapter at ASDA meetings and the ASDA House of Delegates.
2. be elected for a one (1) year term.
3. be a first year (rising second year) dental student.
4. report to the student body no later than thirty (30) days after the ASDA meeting all pertinent information concerning the student body.

The ASDA Alternate Delegate shall:

1. be elected for a one (1) year term.
2. election to be held with or prior to the freshman class officer elections.
3. be an incoming first year dental student.
4. represent the local ASDA chapter at the ASDA meetings and the ASDA House of Delegates in the event that either Delegates #1 or #2 are unable to attend.

The ASDA Local/State Dental Society Legislative Liaison shall:

1. be the immediate past First Delegate, after serving the previous year as First Delegate.
2. be responsible for fostering a relationship with the ADA local and state societies.
3. represent the local ASDA chapter at State Dental Society (LDA) Executive Board meetings and at the Louisiana Dental Association House of Delegates.
4. be a fourth year dental student.
5. serve a one (1) year term.
6. occupy one of two ASDA seats on the Floor of the LDA House of Delegates Annual Session.
7. report to the student body no later than thirty (30) days after the LDA meetings all pertinent information concerning the student body.
8. serve as LSUSD Alumni Representative

The ASDA/SGA Class Representative shall:

1. be elected for a one (1) year term by his/her class.
2. while carrying out ASDA duties will serve as a liaison between the local Leadership Committee and classmates, and assists in membership recruitment and retention, and chapter activities.

The ASDA Senior Chapter Advancement Consultant shall:

1. be appointed for a one (1) year term by the Leadership Committee.

2. assist the Leadership Committee in carrying out ASDA duties, and assist in membership recruitment and retention, and chapter activities.

3. Replacement of Leaders due to Election to ASDA National Leader Positions:

1. in the event that a delegate wins election to serve as a national leader, his/her position will be filled by promotion of subordinate positions with the newly vacated ASDA Alternate Delegate position being filled at the discretion of the ASDA Leadership Committee through appointment, election, or promotion of the Class ASDA/SGA Representative from the freshman or sophomore class.

\* All of the above ASDA Delegates and Representatives shall meet with the SGA and ADEA Delegates and Representatives a minimum of three times each year for the purpose of communication between the groups. The meetings shall take place in August, January and April. The same group shall also meet with the dean of the dental school at least twice each year.

B. The American Dental Education Association (ADEA)

There will be four appointed ADEA delegates, one person from each class. The D1 alternate delegate will be appointed by current delegates, and the student should be appointed by January of the student's first year. Delegates are appointed on a roll-over or continuity basis, whereby, once chosen as a delegate, that student will remain as an ADEA delegate for his remaining years as a dental student. Should the student decide that they do not want to be an ADEA delegate in the following years, they may choose to withdraw from the position. The remaining delegates will appoint another student from the same class to replace the position. The fourth year student will be the First Delegate. The third year student will be the Second Delegate. The second year student will be the Third Delegate. The first year student will be the Alternate Delegate. All delegates will meet with the SGA and ASDA student officials three times (August, January, and April) a year to communicate and discuss pertinent information concerning the student body, and all ADEA, SGA, and ASDA student officials will meet with the dean twice a year.

The First ADEA Delegate shall:

1. represent LSUSD at all ADEA meetings.
2. handle all ADEA correspondence.
3. report to the student body no later than thirty (30) days after the ADEA meeting all pertinent information concerning the student body.
4. report to the dean no later than thirty (30) days after the ADEA meeting all pertinent information concerning the school.
5. be a voting member of the curriculum committee.
6. be a non-voting student representative on the LSUSD Alumni Association Board of Directors. (Refer to Appendix I: By-laws-VI-C)

The Second ADEA Delegate shall:

1. represent LSUSD at all ADEA meetings.
2. assist the First ADEA Delegate with his responsibilities.
3. be a voting member of the curriculum committee.

The Third ADEA Delegate shall:

1. represent LSUSD at all ADEA meetings.
2. assist the ADEA First and Second Delegates with their responsibilities.
3. be a voting member of the curriculum committee.

The ADEA Alternate Delegate shall:

1. be appointed for a three (3) year term.
2. be a first year dental student.
3. represent LSUSD at ADEA meetings in the event that either the First, Second, or Third Delegates are unable to attend.
4. be a voting member of the curriculum committee.



C. The Alumni Association Student Representative shall:

1. represent the student body on the LSUSD Alumni Association Board of Directors as a non-voting member.
2. be comprised of: SGA President, Senior Class President, ASDA First Delegate and Legislative Liaison, ADEA First Delegate, 2<sup>nd</sup> year Dental Hygiene Class President and 2<sup>nd</sup> year Dental Laboratory Class President.
3. act as a student advisor to the LSUSD Alumni Association Board.
4. represent the association at alumni association and school events.
5. be supportive of the mission and goals of the Alumni Association.
6. be a passionate advocate for LSUSD alumni Association among fellow students and with dental constituents throughout the community.
7. be an outstanding representative of LSUSD through being well informed about current programs that best advance the mission of the LSUSD Alumni Association.

Amended May 4, 2005

## COMMITTEES AND STUDENT REPRESENTATIVES

### *Student Leaders*

The Student Government Association is the organization for all students enrolled at Louisiana State University School of Dentistry.

Officers for the 2019-2020 academic year include:

President	Bryant Bourgeois
Vice President	Blake Vidrine
Secretary	Gabrielle Ingram
Treasurer	Levi Procell

### *Dental School Committees*

Students have the opportunity to serve on various committees within the Dental School. The Chairperson of each committee selects the student representative/s.

Curriculum	ADEA Delegates #1, #2, ADEA Alt. Delegates #1, #2
Dental Laboratory Technology Advisory	One dental laboratory technology student.
Parking, Buildings and Grounds	One dental student.
Quality Assurance	Two dental students.
Infectious Disease Control	Four dental students; one from each class
Student Affairs	Class Vice Presidents of Dental 2,3,4, Dental Hygiene II, Dental Laboratory Technology II, ASDA Senior Rep
Strategic Planning	Two dental students.
Technology Fee Oversight Committee	SGA President, ASDA Senior Rep, D2 Class President, DHII Class President
Allen Copping Excellence in Teaching Award	Class Presidents Dental 1, 2, 3, 4, DH II, DLT II, III
Peer Advocate Liaison (PALs)	One or more dental students from each class, one or more dental hygiene students from each class

## LOCKERS, CUBICLES AND LAB BENCHES

Each student is assigned a locker in which they may store equipment, books, etc. Lockers are assigned at registration and each student must sign a "Locker Agreement" form. Locker assignments are made through the Office of Student Affairs.

**Students are permitted to use personal locks on their lockers. However, these lockers are LSUSD facilities and there may be instances in which the administration must have access to them. In such cases, every effort will be made to locate the student to open the locker. If the student cannot be located in a timely fashion, the administration reserves the right to break the lock to enter the locker.**

Agreement

1. Locker assignments, clinic cubicles and lab benches are provided as a convenience for students. (Lockers, clinic cubicles and lab benches are hereinafter collectively referred to as the “areas”). The areas are to be used only for storage of personal possessions, books, dental instruments, and equipment. Property belonging to the School or other persons is not to be stored in the areas at any time. The areas should be kept clean, orderly, and be in compliance with all other School policies at all times.
2. School property issued in common to any student, such as patient records, equipment issued daily, and so forth, are not to be stored in the areas at any time, nor are they to be removed from school grounds except with the express consent of a member of the staff or faculty of the LSU School of Dentistry. These records and equipment are needed by others in order to properly perform services required by the patients. Their unavailability causes unnecessary delays, inconveniences, and loss of valuable time in tracing their whereabouts by the patient, other students, and the staff.
3. The School of Dentistry retains the right to open any or all of the areas at any time when there is reason to believe that any item described in paragraphs one or two may be contained therein.
  - 3.1 If the student is available, or is contacted by telephone immediately prior to the search of the areas, he or she will be requested to be present when the areas are open.
  - 3.2 If the student is unavailable, another student (from the Student Affairs Committee, mini-clinic member, or any other available student) will be present when the areas are opened.
  - 3.3 Notwithstanding the foregoing, should any student fail to be present when the areas are opened, or should exigent circumstances exist, the areas may be opened by any member of the staff or faculty of the LSU School of Dentistry when there is reason to believe that any item described in paragraphs one or two may be contained therein.

## **SOCIAL EVENTS**

The Office of Student Affairs must receive a written request for student sponsored social activities whether they are held on-campus or off-campus. Before alcoholic beverages may be served at any student event on-campus or off-campus, the sponsoring organization or individual must complete a **REQUEST FOR AUTHORIZATION TO SERVE ALCOHOL** form and submit it to the Office of Student Affairs at least 48 hours prior to the scheduled event. A copy of this form is found in the LSU Health Sciences Center Guideline and Policies: Guidelines for the Responsible Use of Alcohol section of this handbook. Organizations or individuals requesting to have social events on weekends at the dental school must pay for an additional university police officer during the hours of the event.

# LSUSD SERVICES AND RESOURCES

## GENERAL

### DENTAL BOOKSTORE

The Dental Bookstore is located on the third floor of the Administration Building. The bookstore carries a full line of LSUSD insignia clothing, gift items, and dental instruments and supplies. The bookstore offers a variety of services, including orders for books, scrubs, and cap and gown orders for graduation. The bookstore also operates as a convenience store with assorted snacks, drinks, and postage stamps.

**All students are required to purchase, annually through the bookstore, an entire class kit as specified by the Instrument Committee.**

The bookstore is open 8:00 a.m. to 4:15 p.m. Monday through Friday and accepts Visa, Master Card, American Express, Discover and Pay Paw. Phone: 504-941-8130, e-mail: [aedbs@lsuhsc.edu](mailto:aedbs@lsuhsc.edu)

### LSUHSC BURSAR OPERATIONS

The LSUHSC Bursar Operations Office is located at 433 Bolivar St, Room 144, New Orleans, LA 70112. The phone number is 504-568-4694 or email [nobursar@lsuhsc.edu](mailto:nobursar@lsuhsc.edu) The Bursar Operations Office assesses and collects tuition and fees and disburses financial aid overpay checks. All account activity including tuition and fees as well as financial aid status and record information can be reviewed on academic self-service. Bursar Operations is also responsible for verifying personal health insurance coverage as well additions to and changes to coverage through the university. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday to accommodate your needs.

A branch of the LSUHSC Bursar Operations Office is located on the second floor of the Dental School Administration Building, Room 2102. This branch of Bursar Operations is open 8:00 a.m. to 4:00 p.m. on Tuesday and Thursday. This schedule is flexible and will change as business changes. Schedule changes will be posted at the Bursar Operations Office. The dental school phone number is 941-8104.

### CAMPUS FEDERAL CREDIT UNION

[www.campusfederal.org](http://www.campusfederal.org)

The services you need just a click away! Campus Federal has the right account or loan to fit your needs. Established in 1934, Campus Federal has served the financial needs of LSU and the LSU Dental community faculty, staff, students and alumni, helping to build solid foundations. Bank anywhere with Online and Mobile Banking - deposit checks, pay bills, set a budget and more. Campus Federal is your Credit Union for Consumer and Business Solutions! For more information please visit: [www.campusfederal.org](http://www.campusfederal.org) or call 504-210-8310.

The Campus Federal Dental School ATM is located on the third floor of the LSU Dental School Administration Building in front of the book store. Visit our BioDistrict Branch with drive-thru and ample parking, conveniently located at the corner of Tulane and S. Galvez. In addition, there are 3 Campus Federal ATMs located on the first floor of the University Medical Center. You can also chat online with us at [www.campusfederal.org/](http://www.campusfederal.org/) or over the phone 888-769-8841

### LIBRARY

The Dental School Library, located on the third floor of the Administration Building, offers the following services:

- A comprehensive collection of print and electronic publications in dentistry and oral medicine; selected materials in basic sciences and general medicine; selected instructional multimedia programs
- Innopac, the online catalog for the LSUHSC libraries, with holdings for books and journals at the dental school and Isché libraries. Innopac also provides access to full-text electronic journals and books.
- Reserve collection of required textbooks
- Free reference service and assistance with database searching
- A computer lab with 5 workstations, scanner, and printing via PayPaw
- Three dimensional printing and scanning
- Off-campus access to electronic resources, requiring a library patron record and barcode
- Databases and search systems and databases including PuvMed, Embase, Scopus, and EBSCOhost, and many others

- RefWorks, a free web-based bibliography and database manager
- Use of the services and resources at the Isché Medical Library (main LSUHSC library), located in the Resource Building at 433 Bolivar Street
- Access to materials at other libraries via ILLiad, a web-based system for ordering and tracking interlibrary loan requests
- LALINC reciprocal borrowing card for checking-out books from participating academic libraries in Louisiana
- Services for LSUSD distance education students and students on off-site rotations
- Six small rooms for individual and group study

**Circulation policy:** (Registration required)

Books: 2 weeks, one renewal

Bound journals: 1 week, no renewal

Unbound journals: 1 day, no renewal.

**Hours:**

Sunday, 11:30 – 8:00 p.m.

Monday- Thursday, 8:00 a.m. – 8:00 p.m.

Friday, 8:00 a.m. – 5:00 p.m.

Saturday, Closed

Phone: 504-941-8158; e-mail: [dentlib@lsuhsc.edu](mailto:dentlib@lsuhsc.edu);

<http://www.lsuhs.edu/library/>

*Please use cell phones in the lobby outside of the library.*

## RESEARCH

Within the predoctoral program at LSUSD, students have the opportunity to participate in biomedical, clinical and public health research pertaining to oral health. The research experience usually begins with the Summer Research Exposure Program following the first or second year of classes, and interested students are invited to work with participating faculty on a wide range of research projects. During this 4-6 week summer period, students work part-time in the laboratory to gain research experience and may be paid a stipend for their efforts. Interested students should contact Dr. Tom Lallier, Coordinator of Student Research ([tlalli@lsuhsc.edu](mailto:tlalli@lsuhsc.edu)) with questions regarding the Summer Research Exposure Program. Following the summer exposure program, students may then choose to continue their research projects (or select another project of interest) and enroll in the Honors in Research program. This program, which requires students to complete 150 hours of research prior to graduation, awards participating students by recognizing them with the achievement of Honors at the Recognition Ceremony prior to graduation. To receive Honors in Research, students enrolled within the program are required to submit an abstract, attend, and present their work at a national meetings (either discipline specific or the annual meeting of the American Association for Dental Research), and prepare a written summary of their findings that may be ultimately submitted for publication in a peer-reviewed journal. Students are also eligible to apply for up to \$1500 in research funding to conduct any research they may be participating in. Interested students should contact Dr. Mairi Noverr, Director of Honors in Research ([mnover@lsuhsc.edu](mailto:mnover@lsuhsc.edu)) with questions regarding the Honors in Research Program. Finally, a DDS/Ph.D. program is available for students who are interested in remaining in academia following their dental training. The program is a 8-year program that involves the Ph.D. portion of the program in years 2 through 5. Questions regarding the DDS/Ph.D. program can be directed to Dr. Paul Fidel, Associate Dean for Research ([pfidel@lsuhsc.edu](mailto:pfidel@lsuhsc.edu)) with any questions regarding student research opportunities.

## STUDENT ORGANIZATIONS

**Academy of General Dentistry (AGD) Student Fellow Track Program/Affiliate of the Louisiana Academy of General Dentistry-**The Fellow Track program is a student-driven organization dedicated to life-long learning. AGD student members may earn up to 50 hours of continuing education credits toward their AGD Fellowship awarded after graduation. The Fellow Track program sponsors continuing education classes and lunch and learns on a variety of subjects of interest to dental professionals. Learn the many benefits of becoming a member of the Academy of General Dentistry. The AGD Faculty Coordinator is Kay Jordan, DDS, Assistant Clinical Professor, Comprehensive Dentistry ([kjord3@lsuhsc.edu](mailto:kjord3@lsuhsc.edu)) The Student Liaison is Adrienne Ware ([asmi39@lsuhsc.edu](mailto:asmi39@lsuhsc.edu))

**American Dental Education Association (ADEA)**-devoted to the advancement of dental education, research and service. Members receive the *Journal of Dental Education* and *Dental Student News*. Representatives from the dental school are selected to serve on the Council of Students of the American Dental Education Association as the national voice and advocate for all students in the dental education community.

**American Student Dental Association (ASDA)**-is the student organization of the American Dental Association. ASDA was established in 1971 to represent, serve, and support the needs and interests of dental students. Two delegates at each dental school chapter serve as voting members in the ASDA House of Delegates. ASDA and ADA offer students the opportunity to purchase several types of insurance protection plans that cover instruments and equipment.

**Delta Sigma Delta Professional Dental Fraternity and Psi Omega Professional Dental Fraternity**-LSUSD offers membership in professional dental fraternities to promote the high ideals and standards of its profession; to advance the professional knowledge and welfare of its members; and to provide a medium through which its members, with a common interest, can develop everlasting friendships. Annual dues are assessed.

**Omicron Kappa Upsilon**-Theta Kappa chapter-a national honorary dental society. Members, elected from the top 20 percent of the graduating class, show potential for professional growth and serve as examples among their peers.

**Student Professionalism and Ethics Association in Dentistry (SPEA)**-The Student Professionalism and Ethics Association in Dentistry is a national, student driven association that was established to promote and support a student's lifelong commitment to ethical behavior in order to benefit the patients they serve and further the dental profession.

**Student National Dental Association (SNDA)**-is the student organization of the National Dental Association. SNDA was established in 1970 to promote, aid, and support the academic, moral, ethical and social environment of minority students. It strives to establish opportunities for its members to develop stronger alliances amongst one another and develop a sense of community in the dental schools. The organization provides dental education, access to care information, and community service through various outreach efforts, with emphasis on the minorities and the undeserved. Officers are elected and act as delegates to the SNDA's House of Delegates.

**Student American Dental Hygienists' Association**-an affiliate of the ADHA. In addition to learning about the ADHA, students participate in professional meetings and discussion groups locally, regionally, and nationally. A faculty advisor for the Dental School chapter is designated each year.

**Student Government Association**-the formal organization of the student body with its own constitution and by-laws. SGA directs student activities and facilitates communication between faculty and the student body.

## WHERE TO GO?

The following list identifies individuals whose responsibilities encompass the areas mentioned. You should always feel free to contact them if you have a problem.

Academic Affairs:	Sandra C. Andrieu, PhD, Associate Dean for Academic Affairs
Admissions:	Toby Cheramie, DDS, Director of Admissions
Certificate of enrollment:	Office of the Registrar or Student Self-Serve portal
Change of Legal Address:	Office of the Registrar
Change of Name:	Office of Student Affairs or Office of the Registrar
Clinical Affairs:	John Gallo, DDS, Director of Clinical Education
Alumni Affairs:	Joanne Courville, Director
Counseling:	Campus Assistance Program, 568-8888, 24-hour crisis line Off-campus, Bonnie Adelsberg, M.N, CS, 455-7296
Course Evaluations:	Office of Academic Affairs
E-mail Accounts:	Derrick Salvant, Computer Services
Lockers:	Office of Student Affairs
Letter of good standing:	Office of Student Affairs
Recommendation letters (Dean)	Office of Student Affairs
Student Affairs:	Darlene P. Brunet, RDH, MEd, Director of Student Affairs
Transcripts:	<a href="http://www.getmytranscript.com">www.getmytranscript.com</a> or Office of the Registrar